DRC INSIGHT™
ONLINE LEARNING SYSTEM

TABE

Offline Digital Testing User Guide

Data Recognition Corporation (DRC)
13490 Bass Lake Road
Maple Grove, MN 55311

DRC INSIGHT Portal for TABE: https://tabe.drcedirect.com
TABE Customer Service: 1-866-282-2250
Email: TabeHelpDesk@datarecognitioncorp.com
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Introduction

The DRC Offline Digital Testing application is designed for the delivery of digital assessments. The application can be installed on Windows 10 and run as a server, allowing other machines that are connected in the same Local Area Network (LAN) to connect to it via a Chrome browser. The application uses a local database to store the users and assessments.

Offline Digital Testing Overview

The Offline Digital Testing application is installed on an Internet-enabled computer (the *Test Administration Computer*) by a user with administrative permission on that computer. While connected to the Internet, the TABE Test Administrator logs into the application to set up the TABE Online testing site where testing will occur. The TABE Test Administrator must have an account in the DRC INSIGHT Portal to complete this process.

Accessing the system offline requires an offline "Administrator Account". The TABE Test Administrator should make at least one offline "Administrator Account" before moving the Test Administration Computer to an offline location.

Administrators, either offline users or the primary online user, can add students and assign subtests. Offline users and students can access the application from the Chrome browser on any Windows 10 computer on the same LAN as the Test Administration Computer. The Test Administration Computer's URL can be added as a bookmark or shortcut on the test machines for convenience.

For testing, students log in to the application and select the subtest to take. Responses are stored on the Test Administration Computer. When testing is complete, the Test Administration Computer can be reconnected to the Internet, and the completed tests can be submitted to DRC for scoring.

Related Documents

The following documents include more information on Offline Digital Testing.

- DRC Offline Digital Testing Application Requirements. Check these System Requirements prior to installing the application.
- The Offline Digital Testing Test Administrator Manual (TAM) is available in the DRC INSIGHT Portal under **General Information > Documents**. Check this manual for information on how to administer TABE assessments offline.

Installation and Set Up Overview

Administrative permission is required to install the Offline Digital Testing application on your computer. You may need (or want) to have your IT Department complete the following steps for you.

1. Install Offline Digital Testing on the Test Administration Computer.
2. Set up Offline Digital Testing on the Test Administration Computer.
3. Create shortcuts from Application Links (for Test Machines).
4. Create an Offline Administrator Account.

Install Offline Digital Testing on the Test Administration Computer

To install the Offline Digital Testing application on the Test Administration Computer, click this link: Offline Digital Testing Installer. The installer downloads to the local computer. Run the installer (requires Administrative permissions) to install the application. The installation will create a shortcut on the desktop to launch the application.

- Offline Digital Testing must be installed on a computer with Windows 10 or later.
- Offline Digital Testing requires Windows 10 or later, and the Google Chrome browser, on all machines used to access the application.

Set Up Offline Digital Testing on the Test Administration Computer

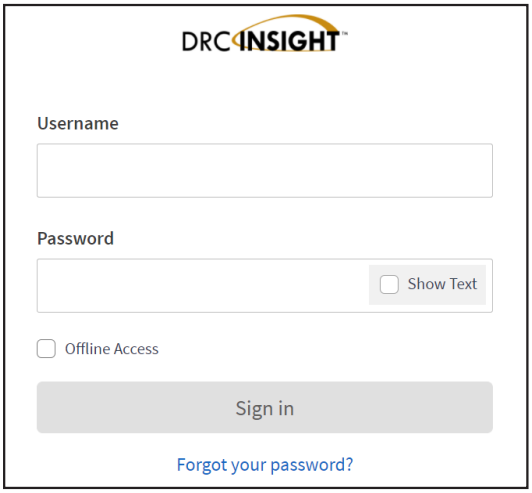
Setting up Offline Digital Testing on the Test Administration Computer requires a user account in the DRC INSIGHT Portal with permission for Offline Digital Testing. These permissions were added to the user(s) provided in your initial request. If additional TABE Test Administrator accounts are needed for connecting the Offline Digital Testing application to the DRC INSIGHT Portal, contact the TABE Help Desk:

Phone: (866) 282-2250

Email: TabeHelpDesk@datarecognitioncorp.com

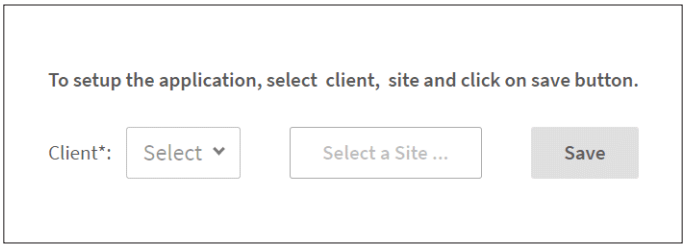
After installation, launch the Offline Digital Testing application (if it is not already running) from the shortcut on your desktop, or by clicking *OfflineDigitalTesting* in the Start Menu, to open the login page for Offline Digital Testing in your browser.

Enter the Username and Password from your DRC INSIGHT Portal account, and click **Sign in**. **Note**: Make sure the *Offline Access* box is **not** checked. You must be connected to the Internet to complete the initial setup.

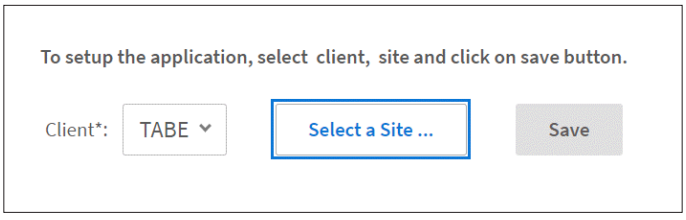


Set the testing site for the computer. **Note**: Once you have selected a site, you cannot change it.

1. In the Client field, click the **Select** button and choose TABE.

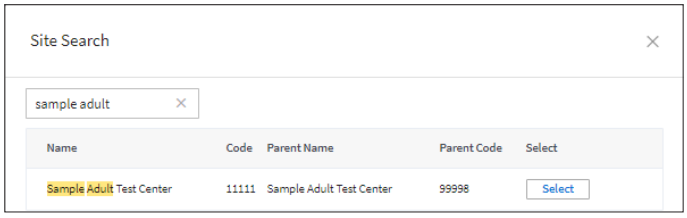


2. Click the **Select a Site** button to search for your site. The Site Search dialog displays.

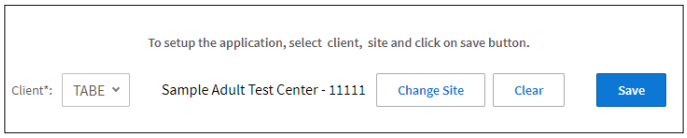


3. On the Site Search dialog, type your site name in the search box. When you type at least 3 letters, direct matches are highlighted in the search results.

4. Click the **Select** button to choose your site from the list.



5. The selected site displays on the setup screen. Click the **Save** button to save the site.



6. After saving the site, you may need to log in again to continue.

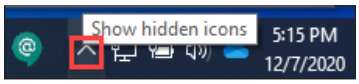
Accessing Offline Digital Testing

After the installation is complete, or whenever the computer is restarted, you must launch the application from the shortcut on your desktop or from *OfflineDigitalTesting* in the Start Menu. Administrator access to the computer is not required to run the application. The application must be running for users to access it.

When the application is running, it can be accessed from the Test Administration Computer using the hidden icons in the Windows task bar.

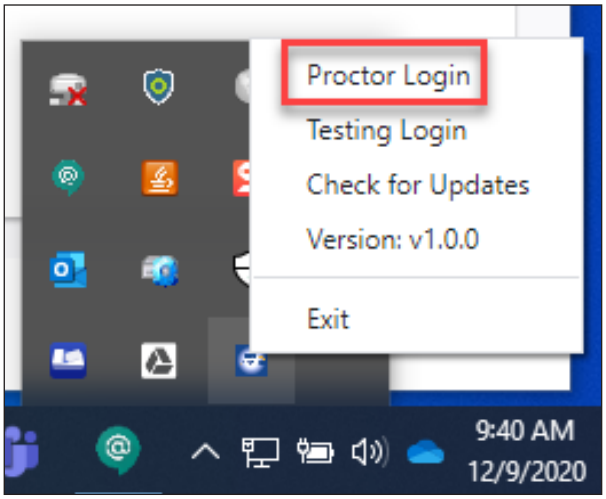
Follow these steps to access the application:

1. Click the up arrow (Show hidden icons) in the bottom-right corner of your task bar.



2. Right-click the **Offline Digital Testing** icon.

3. Select **Proctor Login**. The Proctor Login page displays.
   - **Proctor Login** opens the application login page for administrators in your browser.
   - **Testing Login** opens the application login page for students in your browser.
   - **Exit** closes the application. If you exit the application, other users on the LAN will not be able to access it, and you will need to re-launch it to make it available to them.



Create Shortcuts from Application Links (for Test Machines)

On the Test Administration Computer, use the Proctor Login and Testing Login menus to open the login screens in the browser, which shows you the URLs to use to create shortcuts or bookmarks on other machines in the LAN. If you already know the Test Administration Computer's machine name, you can plug that into the following links.

Link to create shortcut for access to offline Administrator Account login page: http://[machine name]:3000/ui/#/login

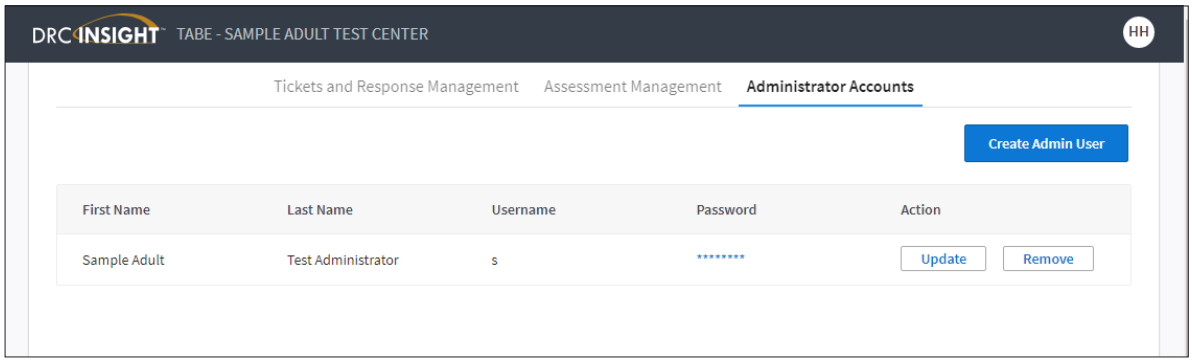
Link to create shortcut for access to Testing login page: http://[machine name]:3000/ui/#/assessment/login

To use Offline Digital Testing offline, you must create at least one Administrator Account.

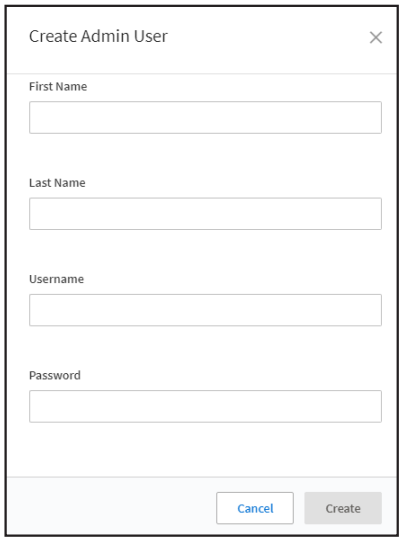
Create an Offline Administrator Account

The TABE Test Administrator can use the Administrator Accounts tab to create and manage offline accounts for themself and other users.

1. Launch the Offline Digital Testing application using the desktop shortcut or click on the **Proctor Login** link using the hidden icons in the Windows task bar. The *Proctor Login* page displays.
2. While connected to the Internet, log in to Offline Digital Testing with your DRC INSIGHT Portal login credentials.
3. On the Administrator Accounts tab, click the **Create Admin User** button. The Create Admin User dialog displays.

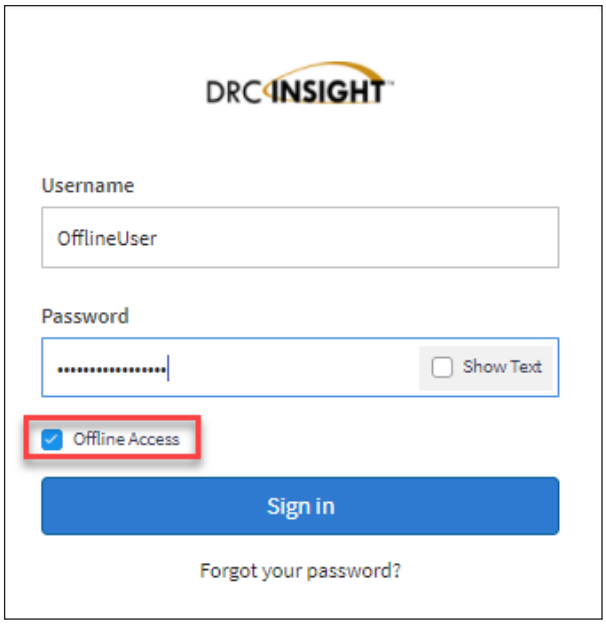


4. Complete all fields on the Create Admin User dialog, then click **Create**.



5. The Admin User displays on the Administrator Accounts tab, where you can update or remove the account as needed.

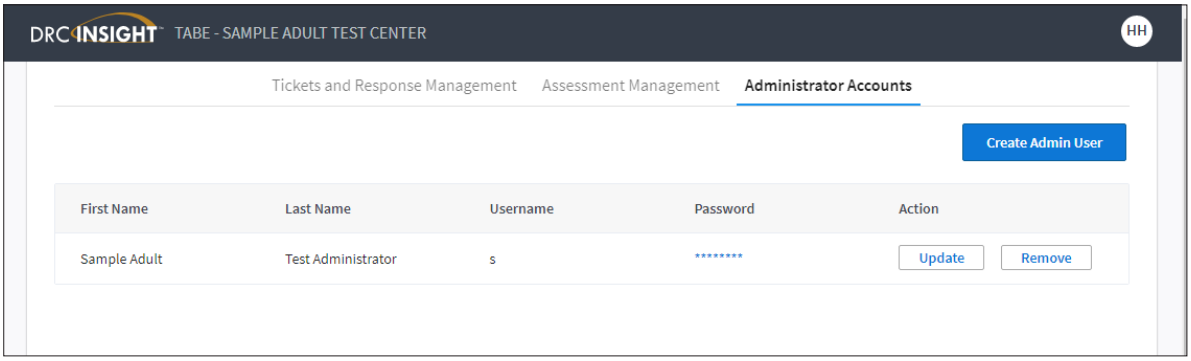
6. Once you have created at least one (offline) Administrator Account, you can disconnect the Test Administration Computer from the Internet. When the machine is not connected to the Internet, you will use your offline account to log in. When logging in to an offline account, make sure to check the box for **Offline Access**. Uncheck the box when logging in with your DRC INSIGHT Portal Credentials. You must be connected to the Internet to use your DRC INSIGHT Portal credentials.



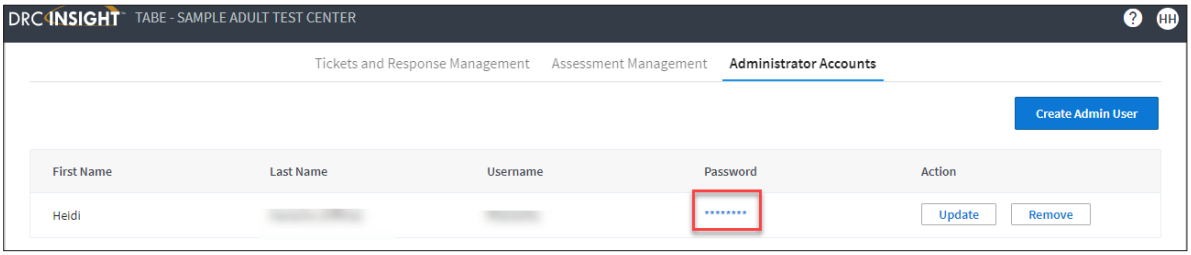
The installation and set up of the Offline Digital Testing Application is complete. The remaining functions can be used in either online or offline mode as noted.

Manage Administrator Accounts

Use the **Update** and **Remove** buttons next to an Admin User to manage offline administrator accounts. Adding or managing offline administrator accounts can be done online only using DRC INSIGHT login credentials while connected to the Internet.

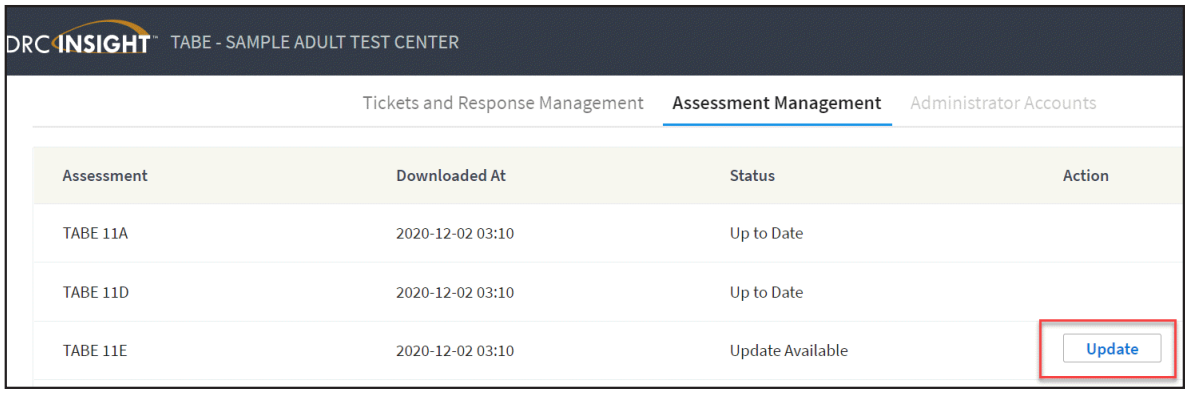


Click the **Update** button to update a user password. To display the existing password, click on the password field for the user.



Assessment Management

Prior to testing, use the Assessment Management tab to ensure all testing forms are current. If the Update button displays next to a form, an updated form is available. Click the Update button to update to the latest version of the form. Updating assessments can be done online only using DRC INSIGHT login credentials while connected to the Internet.

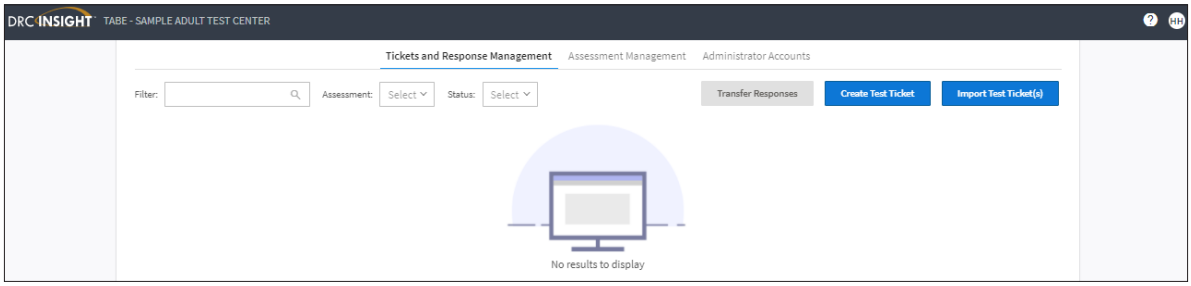


Add Students and Create Test Tickets

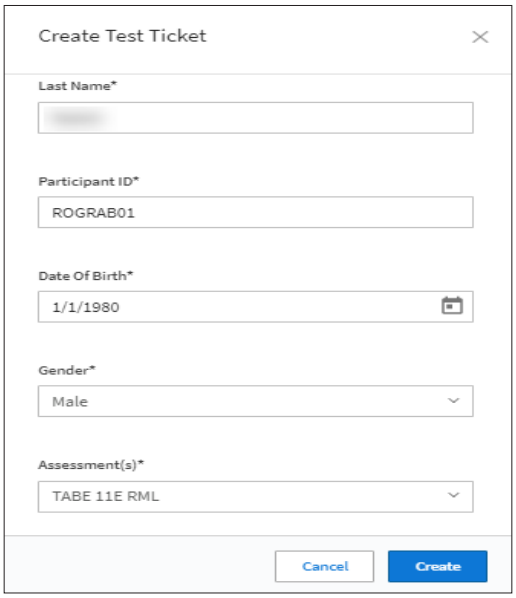
Adding students and creating test tickets can be done by online and offline users. Offline users, not using the Test Administration Computer, can access the application from the Chrome browser using the Proctor Login link, as long as their computer is on the same LAN as the Test Administration Computer.

Under the Tickets and Response Management tab, Create a Test Ticket for each form, level, and content area you want the student to take.

Click the **Create Test Ticket** button to display the Create Test Ticket dialog.

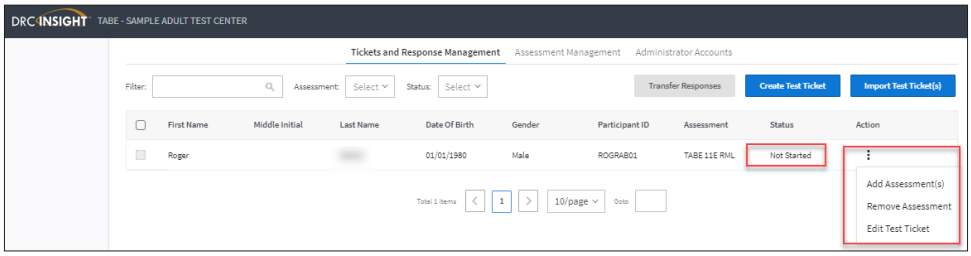


Complete all fields on the dialog and select the assessments for the student. Click the **Create** button to add the student and related test ticket to the Tickets and Response Management tab. **Note**: The First Name, Last Name and Participant ID will be used by the student to log into the test. If you have existing test data for the student, these details should match the data in your existing student profiles to avoid duplications.



Manage Test Tickets

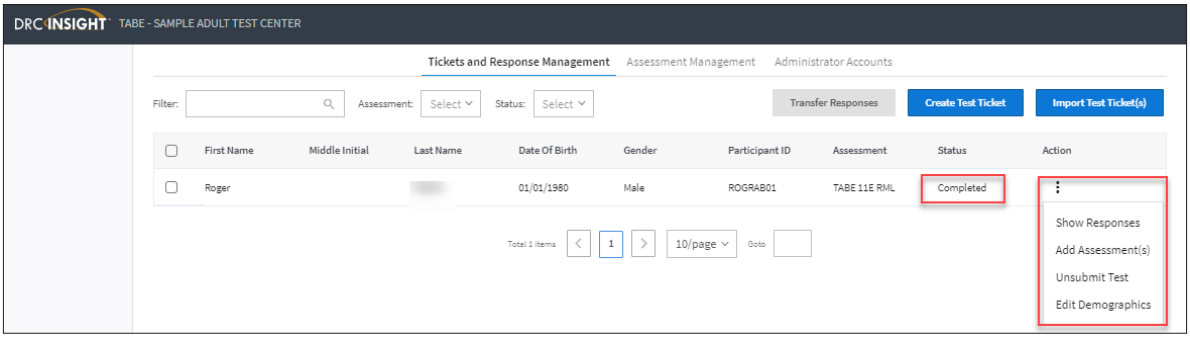
Test tickets display under the Tickets and Response Management tab. If a student hasn't begun testing (Status = Not Started), you can add or remove assessments and Edit Test Tickets as needed. **Edit Test Tickets** allows you to change the biographical data on the student's test ticket.



For tickets with a Status of *In Progress*, *Completed*, or *Transmitted*, you can access the student's answer document by selecting **Show Responses**. Student responses can be reviewed in Offline Digital Testing for up to 90 days.

Completed tests can be unsubmitted by clicking **Unsubmit Test**, which returns the ticket to *In Progress* status. Unsubmit Test does not clear a student's previously submitted responses.

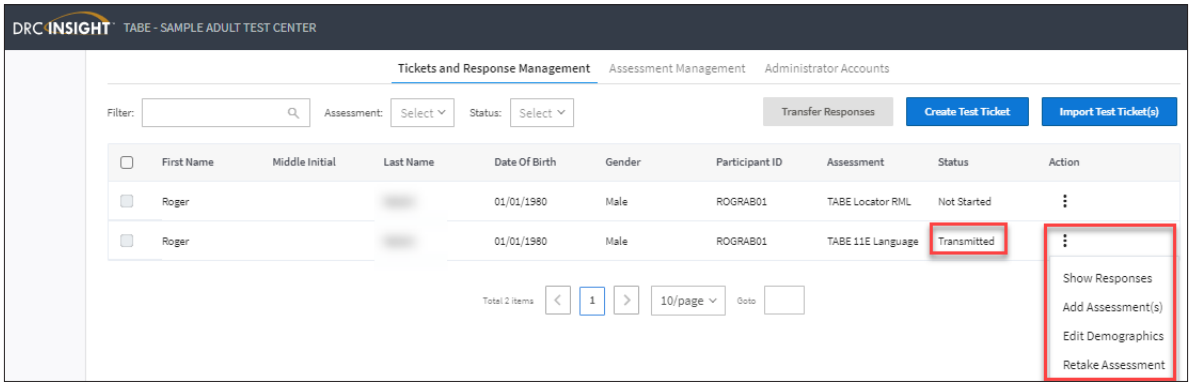
Use Unsubmit Test when a student inadvertently submits a test before it is completed.



Test responses cannot be transferred to scoring until the status of the test ticket is *Completed*. Once test responses have been transferred, the test ticket is closed and can no longer be accessed by students.

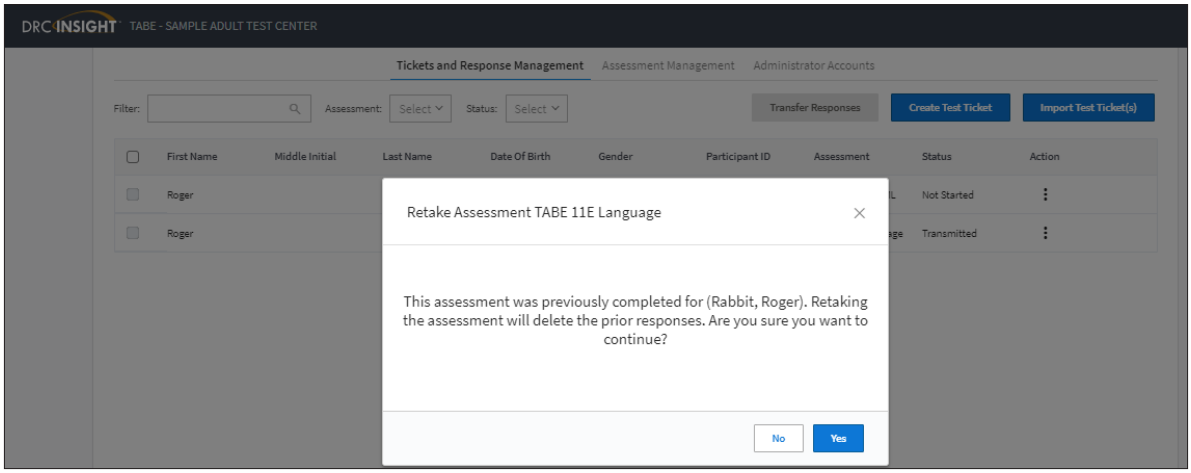
Retaking a Test

Offline Digital Testing allows the student to access one form, level, and content area. To retest the student on a previously taken form, level, and content area, click **Retake Assessment**.



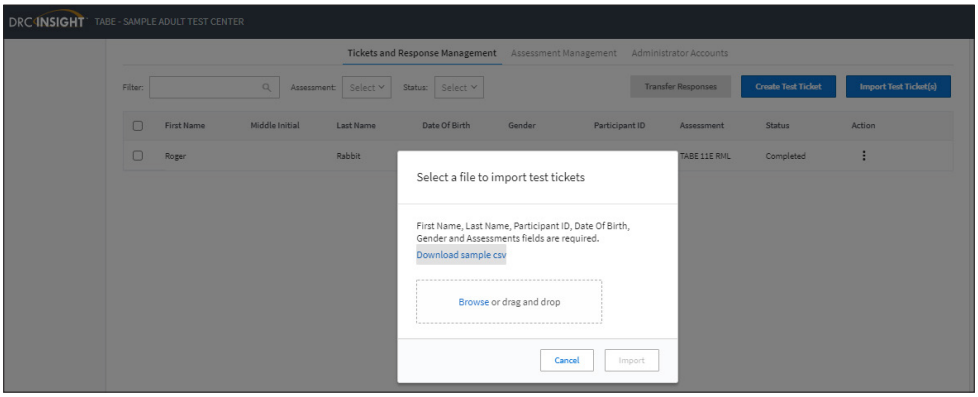
Retake Assessment clears the student's responses so the test can be reused by the same student within the Offline Digital Testing application; it does not remove previously transmitted test scores from DRC.

Retake Assessment cannot be used to clear responses for an *In Progress* or *Completed* test.



Upload Multiple Test Tickets

The Offline Digital Testing application allows you to upload a file to create multiple test tickets at once. Click **Import Test Ticket(s)** to access the sample file. Click **Download sample csv** to download the file template.

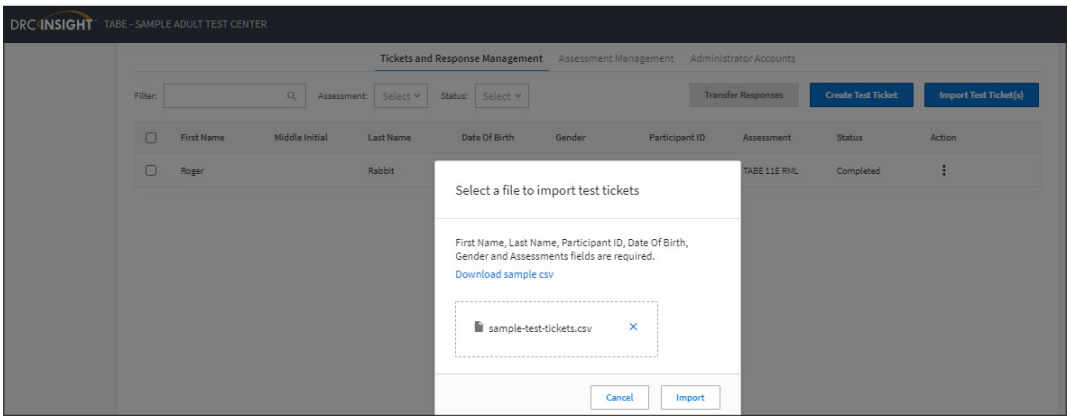


Open the file template in Excel. Using the sample as a guide, adjust the data for your students and their assessments. You can assign multiple assessments to a student by separating the assessments in the assessment column with a comma. Make sure to save your file as .csv. In most systems this is CSV UTF-8 (Comma delimited) (*.csv); however, if you save it as the same file type as the sample file, it will work.

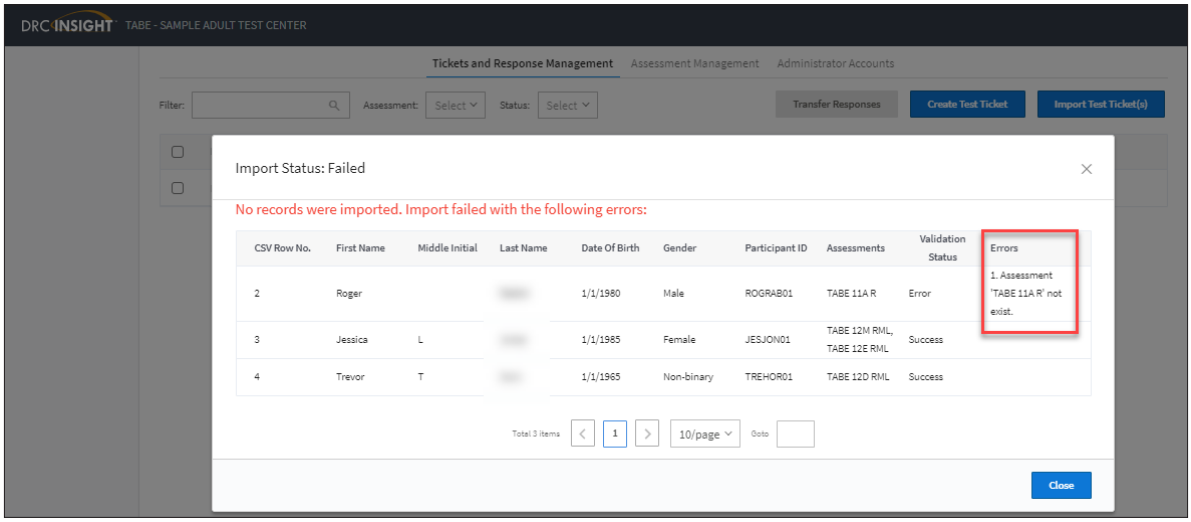
	A	B	C	D	E	F	G
1	First Name	Last Name	Middle Initial	Participant ID	Date Of Birth	Gender	Assessments
2	Roger	[redacted]		ROGRAB01	1/1/1980	Male	TABE 11A R
3	Jessica	[redacted]	L	JESJON01	1/1/1985	Female	TABE 12M RML, TABE 12E RML
4	Trevor	[redacted]	T	TREHOR01	1/1/1965	Non-binary	TABE 12D RML
5							

Note: As more assessments become available, the assessment names may change. The assessment names you use in your upload must match the available assessment names listed under the Assessment Management tab.

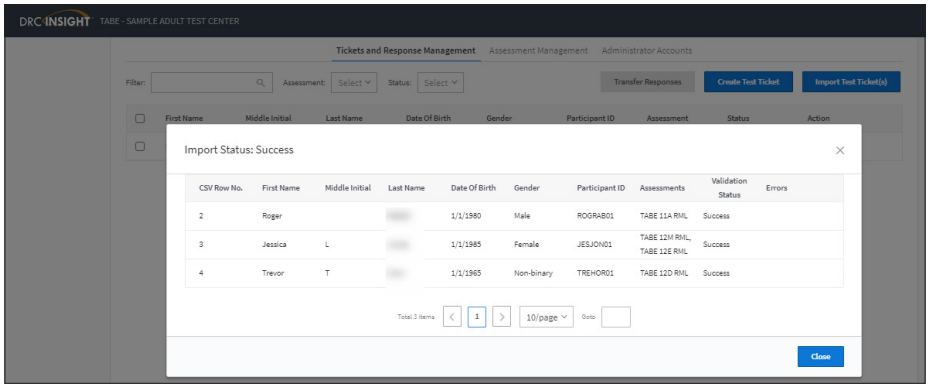
To import the file, click **Browse** and navigate to select the file. When the file appears in the box, click **Import**.



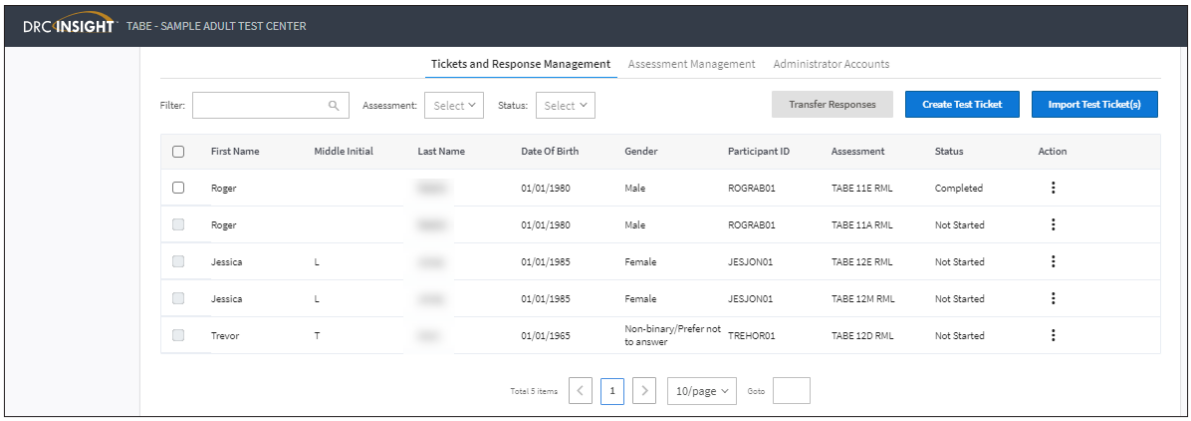
To import successfully, all records in the file must pass validation. If any of the records fail, you will receive an error report.



Fix your file and try uploading again. When all of the records pass the validation test, you will receive a message that your import was successful.

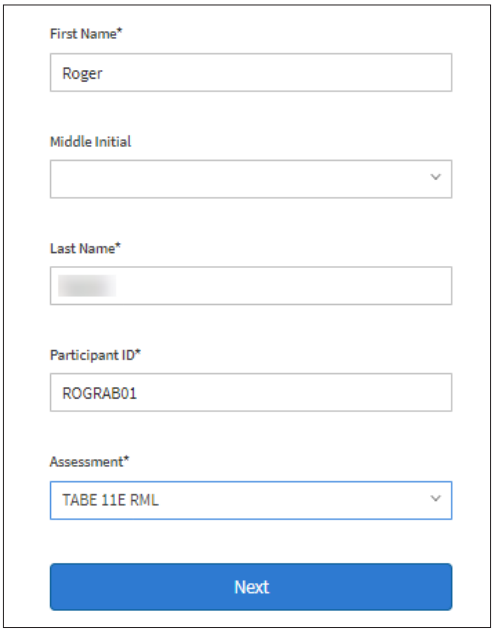


The uploaded test tickets now appear under the Tickets and Response Management tab, and are available for students to use to log in and test.



Testing Computers

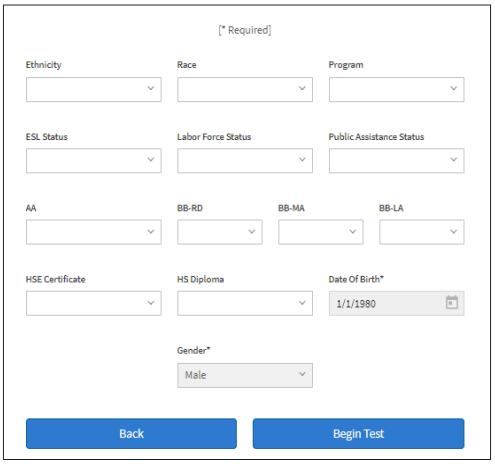
To access the Student Login page from the test machine, click on the desktop shortcut or go to the bookmarked link you created earlier. See "Create Shortcuts from Application Links (for Test Machines)" on page 7 for more information.



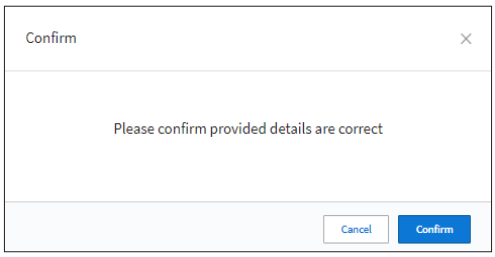
After the student enters their First Name, Last Name, and Participant ID, the list of assessments available to them will populate. First Name, Last Name, and Participant ID must match the information in the test ticket. You need to communicate to the student which test you want them to take at this time. When the information is complete, click **Next**.

On the next screen, additional demographic information can be added (optional). The student is not able to adjust the Date of Birth or Gender that was entered when the test ticket was created. Date of Birth and Gender can be updated only by an Admin User or the TABE Test Administrator *before* the student completes the test.

Click **Begin Test**.



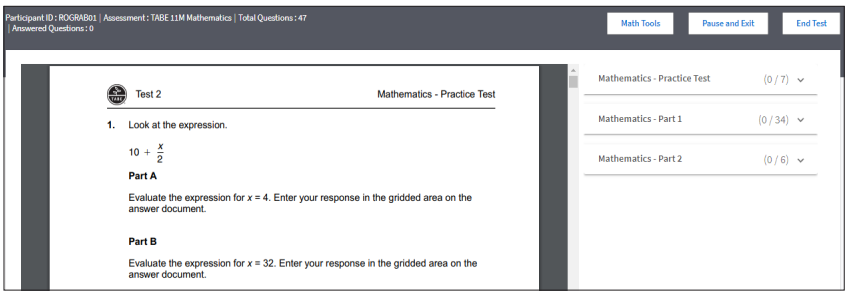
If the demographic details are correct or are not required, click **Confirm.** Click **Cancel** to return to the previous screen to adjust your data.



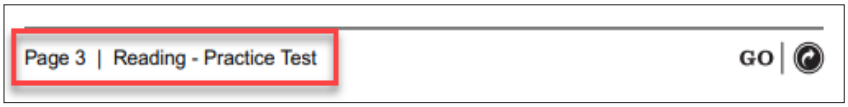
The student is taken to the selected assessment.

The Test

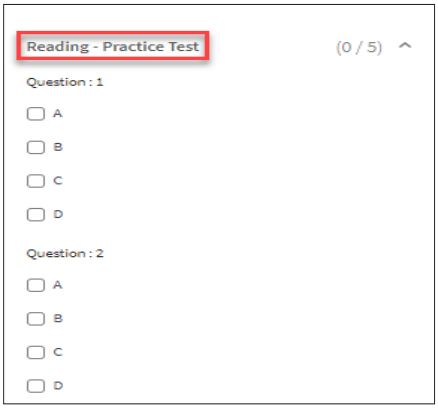
The test consists of two panels. The panel on the left is the Test Booklet. The panel on the right is the Answer Sheet.



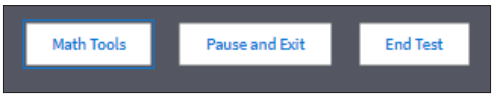
Each Test Booklet includes all parts of the form, level, and content area selected. The bottom of each page identifies the section of the test. Students should complete the Practice Test (optional) and all parts of the test. Some tests, such as Reading and Math, have two parts.



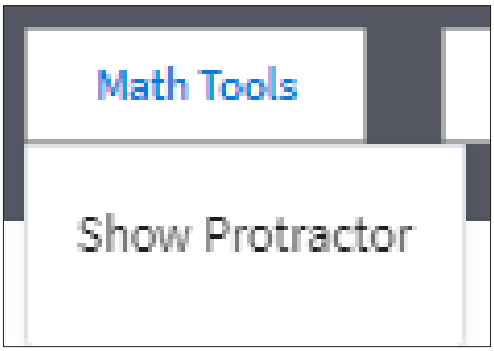
Expand the Answer Sheet to enter responses in the corresponding area.



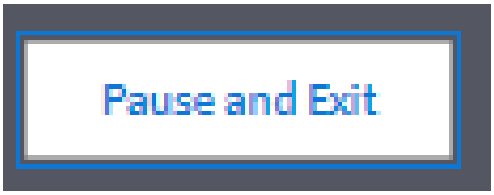
The top panel of the test includes three buttons.

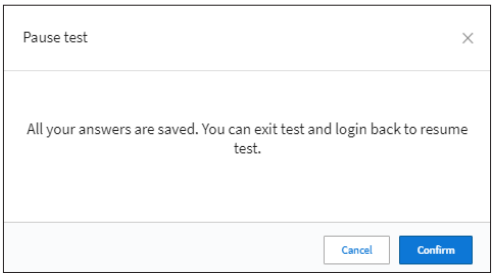


The Math Tools button allows students to Show or Hide the tools that are available for that particular test. The tools can be moved around the screen so they do not get in the way of the text.

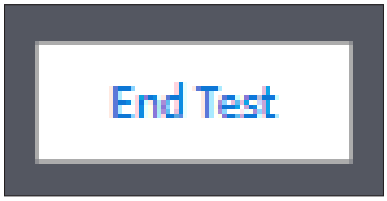


The Pause and Exit button allows you to save the student's responses in the test booklet and get back into the same booklet later. Use this option if you allow students to take a break between the parts of a two-part test.

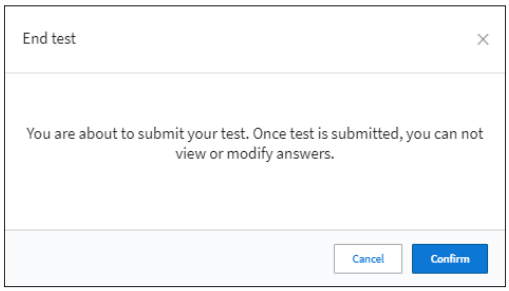




Click the **End Test** button when the student has completed all parts in the test booklet (and does not need to return to the same booklet). Once End Test has been selected, the assessment will display a status of *Completed* in the Test Administrator's Tickets and Response Management tab, and the responses can be transferred to DRC for scoring.

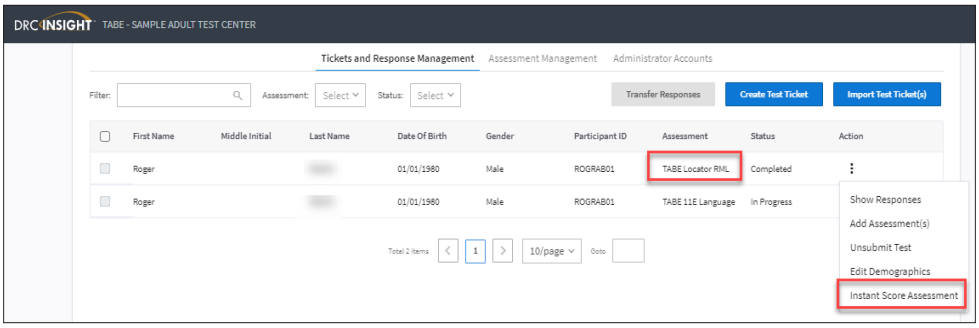


The End Test button returns the Testing Computer to the login screen for the next student to use.

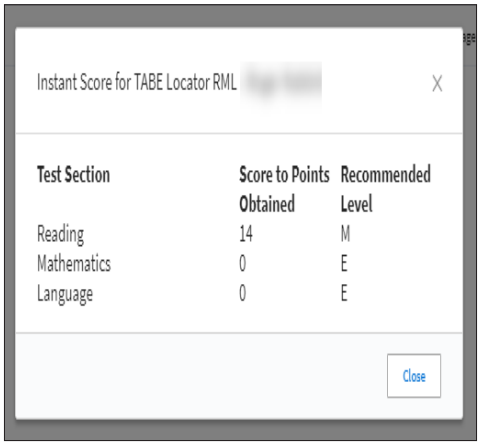


Instant Score Assessment

Locator tests are scored within the Offline Digital Testing application. To score a completed Locator, click **Instant Score Assessment** from the Tickets and Response Management tab



Locator results display by content area.

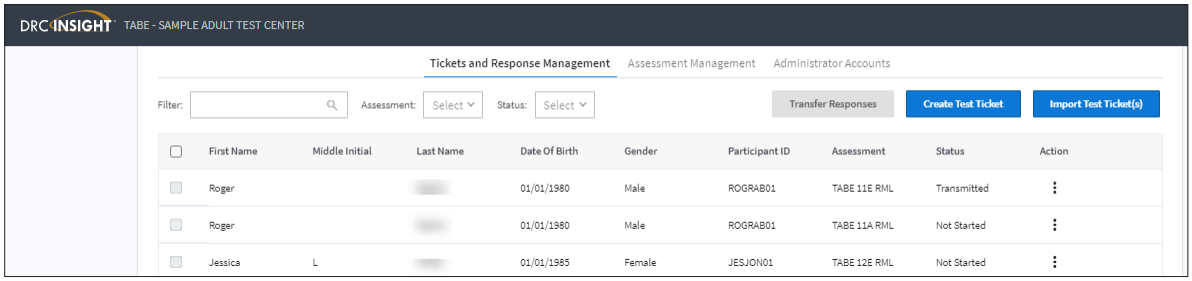


Locator assessments cannot be transferred to DRC for scoring.

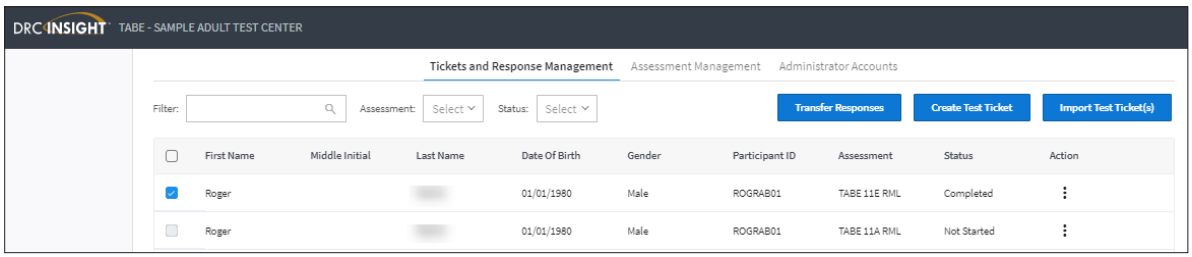
Transmit Student Responses

After testing is complete, student responses can be transferred to DRC for scoring. Transmitting student responses can be done online only using DRC INSIGHT login credentials while connected to the Internet. Once an assessment has been successfully transferred to scoring, it displays with the status *Transmitted* and can no longer be accessed by students.

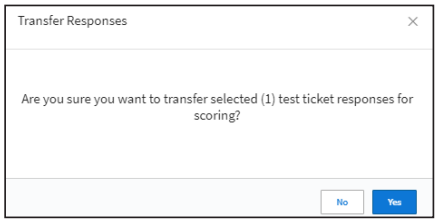
Transmitted tests remain available for viewing by Admin Users in the Offline Digital Testing application for 90 days.



To transfer responses, check the box next to any *Completed* test you wish to submit. If all tests have been completed, you can select all by checking the box in the column header. Click **Transfer Responses**.



If the number of selected responses is what you expect, click **Yes**. The status of the test is updated to *Transmitted* and the test is sent to DRC for scoring.



Viewing Test Results

Transmitted test results can be viewed using the Report Delivery menu in the DRC INSIGHT Portal. For information on viewing results/reports and using the Portal, refer to the DRC INSIGHT Portal user guide for TABE, which can be displayed in the **General Information > Documents** area of the Portal.

Thank you and good luck with your testing!

Data Recognition Corporation (DRC)
13490 Bass Lake Road
Maple Grove, MN 55311

DRC INSIGHT Portal for TABE: https://tabe.drcedirect.com
TABE Customer Service: 1-866-282-2250
Email: TabeHelpDesk@datarecognitioncorp.com
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