



TestView Basics for District Administrators

Get Started Using TestView...Three Simple Steps

1 Step **ONE**: Where is it?

TestView is an intranet application (meaning you can only access it from a Richland One computer) that is located at <http://testview.richlandone.org>.

2 Step **TWO**: How do I get in?

You need to use the username and login that allows you to open your computer (your Novell login, not your GroupWise login).

IF: You are denied access: If you are an administrator, you may be denied access the first time you attempt to open TestView. This can be resolved as soon as your rights are assigned by the AARE Office. Please contact our office at 231-7450.

WHEN: You sign in: When you sign into TestView, you are signing an electronic contract stating that you will use the program for educational and business purposes only. Violation of this statement is grounds for reprimand.

WHEN: You sign out: Please make sure to sign out of TestView when you are done. The information in the system is confidential and leaving the application open may permit others to see information they are not privy to.

3 Step **THREE**: What will I be able to see?

TestView integrates standardized test score data with demographic, class, and teacher data. Users at the district, school, and classroom levels now have a tool that tracks, charts, and manages performance data!

DISTRICT Level: If you are a district level administrator, you will be able to access all students at all schools for the current and previous years.

SCHOOL ADMINISTRATOR Level: If you are a school level administrator, you will be able to access all students in your building for the current and previous years.

TEACHER Level: If you are a teacher, you will be able to access your students from the current and previous roster years.

Four Pillars of TestView for District Administrators

Pillar ONE: Search

This is the easiest and most intuitive portion of TestView. You can search for any student that you have permission to view. (Note: you do not have to enter an entire name for this feature to work. You may enter the first few letters of a last or first name if you are unsure of the spelling). **In this section, you can view the student's a) profile, b) test scores and c) transcripts.**

Pillar TWO: School

For each Richland One school you will have three options: Courses, Test Scores and Academic Plans. Note: We will not be using the Academic Plan portion of TestView.

VIEW COURSES: Click on this link to see a list of the courses offered at your school. From here, you can drill down and see several important reports.

GRADES: The grades tab will allow you to see grades for that particular course displayed two ways: **All Students and Grades** or **Class Average Comparison**

TEST SCORES: The test scores tab will allow you to see scores for that particular course. There are two important reports to examine. The first **Performance Groups (One Score)** will allow you to select criteria of that class and the scores you wish to see. The second is the **Class Achievement Profile (CAP)** which if the course is ELA, Math, Science or Social Studies, will allow you to see the classes PACT, MAP and final course grade compared to one another.

VIEW TEST SCORES: Click on this link to see the same information as listed above in *View Courses: Test Scores* but for larger groups.

Pillar THREE: Student Groups

CREATE: A Group: You can create groups of students in TestView. For example, if you are tutoring a group of students in your class after school, you could create a group called "After School Math Tutoring" to monitor their assessment scores.

USE: A Group Filter: Creating these groups will allow you to select them in the reports section when you are running reports. For example, you can create a report to see 9th grade MAP Reading scores for the group "9th grade Basketball Players".

Pillar FOUR: Reports

This is by far the most complex portion of TestView. As our district grows in its use of TestView we will be offering more advanced training for report creation. Just remember that you cannot "break" TestView so begin exploring the reporting feature on your own.