

Classroom Diagnostic Tool – Creating Test Sessions

1. Log into the Content Filter from the district home page.
2. Go to <https://pa.drctdirect.com/> and logon to the site.
3. Under **Test Setup**, select **Test Sessions**
4. In the Administration drop down menu, choose **2011/2012 Classroom Diagnostic Tools**
5. Click on **Show Sessions** tab
6. At the bottom of the page, click on the **Add Session** tab
7. In the new window, you will have to fill in the different fields:
 - a. **Session Name:** course/period(block)_/teacher
 - i. **Examples:** CPAgebraI/period9/Espinoza or AlgebraI/block1/Espinoza
 - b. **Content Area:** Mathematics
 - c. **Assessment:** You have to choose from Algebra I, Algebra II, Geometry, or Mathematics
 - d. **Mode:** Defaults to Online
 - e. **Begin Date** – select the day before you would like to begin if possible
 - f. **End Date** – be sure you leave extra time for student absences
 - g. **Student Group** – select the class from the drop down menu
 - h. Click **Find Students**
 - i. Single arrows move one student from **Available Students** to **Students in Session**
 - ii. Double arrows move entire class from **Available Students** to **Students in Session**
 - iii. Contact Terry Lazor with a list of missing students; include the Student ID number, Student Name, and Test Student Group.
 - iv. Return to Roster the Students to the Test Session once the students are added.
 - i. Click **Save & Add Another** or **Save** as applicable
8. The session should then be listed on the first screen – check to ensure that the information regarding the test session is correct (Session Name, Assessment, Begin Date, End Date)
 - a. The icons on the right of the page allow the following, from left to right:
 - i. Make Changes to the Test Session
 - ii. Download a roster to excel
 - iii. Add a test session
 - iv. Get the Test Status (Complete/Incomplete/Not Started)
 - v. Print Master Teacher List and Student Tickets
 - vi. Delete Session – Only to be used when no students have started the assessment.
9. Students will use the following application to take the assessment:
 - a. PC: Pa Online Assessments
 - b. Mac: DRC Insight