New York Tech 101 Webinar Video Transcript

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Hello, everyone. I'm Deedric Bauer. I am the Assistant Director of Customer Service for WIDA. I welcome you to the WIDA ACCESS Online Technology 101. But before I do that, I want to go over a few housekeeping items.

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Due to the high volume of participants joining today, the chat function will not be monitored during the webinar. Participants may use the chat to interact with each other. In fact, I just invite you to just sit back a little bit, maybe take a few notes. We will be posting a transcription of the chat after the fact, and also a transcription, I'm sorry, not of the chat, but the chat will be shared with NYSED after the webinar, so they are aware of the questions and topics mentioned. But what I wanted to invite you to do is to just pay attention to the webinar. The chat can get distracting.

Today's webinar will be posted on the New York State page on the WIDA website. We'll also post a packet that contains notes, images, and links that you may find helpful. And with that, I'd like to turn this over to my partner, Andrew Lenn, and I'll allow him to introduce himself.

Hello. Thank you so much, Deedric. Hello, everybody in New York. My name is Andrew Lenn. I'm a Senior Program Lead at Data Recognition Corporation. We are the vendor that helps WIDA distribute out the WIDA ACCESS suite of assessments. And I'm going to go over the presentation today.

Some of the things we're going to cover is just a high-level overview of the WIDA ACCESS Online, in particular. We'll do a technology overview with the different components. A lot of the terminology that will be bandied about as you learn more about our software. We'll talk about the Central Office Services Management tool,

which is what technology coordinators are going to use to manage and configure their testing devices. We'll talk about the system requirements, and then we'll go through a bevy of different resources that are available for public download, and I'll show you where to go to download those as we work through those resources during the presentation. And then, if you are new to online testing, I know this is the first time that the English language learning test will be in an online platform, we'll just talk about some best practices in preparing for online testing.

WIDA ACCESS is going to be first administered in the '26 - '27 school year. WIDA also does offer a WIDA Screener, which is more of an identification and placement test. However, that's not going to get released until the '27 - '28 school year for implementing the WIDA assessments.

The WIDA ACCESS Online test is a computer-based adaptive test that will respond to the student's performance. It can be administered into groups of students of various grades and different proficiency levels at the same time or in individual settings. And there's a lot of built-in accessibility and accommodation features that can support individual students' needs. How the test is kind of broken up, students are grouped into what are called grade-level clusters. Domains are administered separately, one test session per domain. The listening test and the reading tests are computer adaptive and will adjust to the student's performance in real time. And then once those two tests are taken, it will give the student a placement level, either what we call a Tier A, which is more of a beginner level, or a Tier B/C, which is more mid-level, at the Writing and Speaking domains.

When you're doing online testing, you'll essentially need to take the test in a particular order when it comes to scheduling. First, you'll want to take the Listening and then the Reading test. It could be taken in either order, but both of those first two domains will need to be complete before you can then move on to the Writing and Speaking domains. And then again, those can be taken in either order.

One unique feature about the WIDA ACCESS test is, in particular, the Writing test. The grades four through twelve will be taking the Writing test online, and there's a screenshot of what a sample writing item will look like. The prompt will be on the left-hand side, and then there'll be a text box for the student to type their responses. For grades one through three, WIDA recognizes that those younger students may not yet have the keyboarding skills to really demonstrate their true writing ability in an online platform. And so, we do still have the writing test for grades first through third grade in a handwritten booklet. One thing to keep in mind, especially if you are an iPad or other kind of convertible computer tablet district, is that you will need to have external keyboards for the Writing test if you plan on using tablets or convertible devices. So that's something to kind of keep in mind when preparing your resources and technology.

The key roles that WIDA offers here: we have the test coordinator, who can be either at a district level and/or at a school level, and they facilitate the overall test administration from start to finish. They manage and oversee and make sure the T's are crossed and the I's are dotted, and that everyone who is intended to test has finished. Then there is the test administrator role. Those are typically the proctors or the teachers, the faculty that are in the classroom with the student on the day of testing. They're administering and monitoring the student's progress as they test. And then the technology coordinator will then provide technology support prior to testing with installing the software and configuring it, and then providing any additional support during the testing window for any kind of troubleshooting if error messages were to arise, and resolving those as efficiently as possible.

More in depth, what are your responsibilities by role? Typically, the test coordinator will manage and oversee the communication with DRC, and answer questions about WIDA and WIDA AMS accounts and user management — who gets an account, how do they get an account? They'll coordinate test administrator assignments, any kind of communication to ensure that everyone completes the training courses and the training modules. Typically, the test coordinator also oversees the ordering and distribution of test materials, and a lot of school districts will create testing schedules for their schools to follow, as well as facilitate the test administration and ensure test security protocols are being followed due to your state-specific guidelines and procedures. And then finally, they'll account for and return any secure testing materials back to DRC.

The test administrator is going to be administering and monitoring the test. They'll want to verify the student information that's in WIDA AMS in the system, or the right information is on the test booklets themselves. They want to maintain and ensure test security during the administration of the test, and that there's no cell phones or any kind of external disruptions that could jeopardize the administration of the test. And then provide any appropriate accommodations for the student during the course of the administration. Another key role that test administrators can do is having the students practice and take test practice items, sample items, as well as taking them themselves so they get familiar with the flow and the cadence of the test, and navigating the test and how the test sounds and what it looks like.

The technology coordinator is going to provide technology support, download the software to test computers, verify firewalls and filters are configured correctly, ensuring that devices meet the minimum system requirements that are configured to support testing, and then troubleshoot infrastructure issues and support any test administrators during the course of testing.

Now, we're going to kind of do a high-level overview of the technology and the different components that there are to DRC INSIGHT in order to administer the WIDA ACCESS

tests. And then we'll start peeling back the layers and getting to a little bit more detail as we go through the course of the presentation.

Some key platforms that you're going to want to familiarize yourself with over the course of the summer and into the fall. There is the WIDA website. That is the publicly available website through the University of Wisconsin. They have open resources, a resource library that can be accessed right now, and you can go and check out the different menus of Access, Grow, and Teach. Then there is the WIDA Secure Portal. That will house all the test and secure resources, like the test administration manuals. It will house the training courses that are available. It will also have the webinars that we provide through the course of the testing administration as well. And access to the WIDA Secure Portal will be forthcoming for New York educators later on in the summer and into the fall. Then there is what is called WIDA AMS, or the WIDA Assessment Management System. This is used to manage testing, the day in and day out, adding of students, creating of tests, ordering of materials, kind of the doing during the testing window itself. And then finally, there is DRC INSIGHT. That is the secure test engine that students will log into as they sit down and take the test.

There is the wida.wisc.edu public site. You can access New York's state page and other publicly available information and resources. If you were to go to that website during the course of this presentation, you'll notice in the upper right-hand corner, there's a Member/States drop-down. You can click on that, and you can scroll down to New York, and there'll be a New York specific state page that you can access. That's where a lot of announcements are going to show up for you guys, and forthcoming information will get posted there. So that's a great resource that you'll want to bookmark later on.

Over the course of the summer and the fall, you'll eventually get access to what is called that WIDA Secure Portal. It does contain assessment training courses as well as related resources. We offer all the documentation, all the webinars that are available. There is professional learning opportunities there as well within that Secure Portal. It does require a login that will need to be created and managed by your districts.

Then finally, there is that WIDA Assessment Management System, or WIDA AMS. This is where you'll go when testing starts to ramp up and you need to complete your administrative tasks of managing student information, managing the tests that they take. You can order materials in this website, and you can locate reports once testing is done.

I always liken the WIDA Secure Portal to the brain of WIDA – it houses all the information, all the knowledge, all the resources and learning on how to do the said tasks. And then the sister site to that, WIDA AMS, that's more of the verbs of assessment. That's the doing. To go add students, I'm going to print tickets, I'm going to order materials, I'm going to download reports. It's the muscle, if you will, of

assessments and making sure the test gets done. For WIDA Secure Portal, I'm there to learn and grow. And then WIDA AMS, I'm there to complete the task.

We are DRC. This is our website that we manage as the WIDA Assessment Management System. The link is www.wida-ams.us. Feel free to open up a browser and type in that address, because I'm going to show you where you can go to download publicly available resources. Essentially, WIDA Assessment Management System is what's going to house DRC INSIGHT software and all its corresponding resources, especially for technology staff, district test technology coordinators and school technology coordinators.

In terms of getting access to log in, we are working with NYSED on a timeline for the rollout of WIDA Assessment Management accounts, so you're not going to be able to have an account just yet. That will come later on in the summer and fall. But you can still access some of the publicly available resources. And then once that rollout begins, if you need a WIDA AMS account, you'll want to reach out to your district test coordinator to create one for you.

If you've opened up a new tab and brought wida-ams.us up on your screen, you'll notice it says, "Find AMS technical manuals and test administration resources on the Documents tab. No login required." That will take you to a Training Documents page, and you can simply click on Show Documents, and it will bring up a wealth of all the different technology resources that we're going to talk about here in today's presentation. Also, we do have access to the public test resources further down on that page, with links to a test demo, test practice, and sample items, so you can get a look and feel of what the test is like for your students. You will need to have a Chrome browser when you access those.

WIDA AMS is the muscle of assessment – the doing, where you'll be able to add and edit user accounts for the staff participating in testing. You're going to be able to manage student data and the records and the tests that they are assigned to. If you have any paper components for testing or need to order paper materials, you can order them through this website as well. And then once testing is all said and done, this is the same site that you'll use to download reports. It is also where we house the testing software, where you will install and configure DRC INSIGHT. And then we also offer a lot of different resources called the Knowledge Articles and Online Help.

Now, we talked about the different user roles. The test coordinators and your test administrators are going to need to have access to both the WIDA Secure Portal and WIDA AMS. Your technology coordinators will want to have a WIDA AMS account to help install and configure the software. Their major menu that they focus on is something called Central Office Services. The students just use DRC INSIGHT, which is the secure application that will go on each student device. Students will not have access to the WIDA Secure Portal. Students will not have access to WIDA AMS.

Once you do get access to WIDA AMS, you'll be able to download the secure software under My Applications, General Information, and then Technology Downloads. There is DRC INSIGHT — that's what the students will log into to take the ACCESS online test. It does need to be installed on each testing device, and it can be mass deployed using different scripts and command lines. It is a lockdown secure browser, so it will prevent users from going outside of the INSIGHT testing system to try to access different websites during testing.

Students will sign in to DRC INSIGHT, so they'll launch the software, and it will prompt them to pick between either ACCESS and Screener. They'll have a test ticket with their username and password. You'll notice you'll want the test ticket label and title at the top of the ticket to match the login screen. Students are going to have separate tests for each domain, so they're going to have one username but four different passwords, one for each type of test.

Now, when I think of technology and DRC INSIGHT and how to get set up in the district, I like to think of INSIGHT as three major components. The first component is DRC INSIGHT itself — a secure lockdown browser available for Windows, Macs, Linux, Chrome OS, and iPads. It is installed on testing devices to help provide a secure testing experience. The downloads for Windows, Macs, and Linux can be found under the WIDA AMS portal in the Technology Downloads tab under General Information. For iPads and Chrome OS, those apps can be found in the Apple App Store and on Google Play.

The second major component is what is called Central Office Services. This is a web-based interface that allows you to install, configure, and manage your online testing environment from a centralized location. It's very much like a mobile device management tool or a Google Admin console — a web-based way for you to come up with an organizational methodology on how you want to group your testing devices. This is all found and embedded within WIDA AMS. The secure INSIGHT browser is installed on the student testing devices, and then these instances of the software will need to get registered to the Central Office Services web-based hub for you to be able to group and organize your devices.

The third major component is called a Central Office Services Service device. This is an application typically on a server, a virtual machine, or a standalone device that functions essentially as a caching server or a test content server that is locally on the network. These installers can be found in the same location under General Information, Technology Downloads. It updates to new versions annually. It's recommended that it's installed on a dedicated machine. There is automatic scalability for leveraging all available resources on the installed device. There's centralized security and management through WIDA AMS, and you have the ability to scale and create a load-balancing round-robin effect by creating a pool of service devices without any third-party hardware load balancer. It supports content hosting of multiple testing programs.

Some benefits to having a Central Office Service device: it can host the test content closer to the student on the network, which reduces impact on bandwidth, the wide area network, and the internet. It can improve content download times to testing devices and improves navigation between questions. Typically, on average, about two to three megabytes of content is downloaded for each question. It helps make more equity concerns around delivering an equivalent student experience with faster transitions between questions. It also adds a layer of test security, preventing testing off of the network.

It is important to consider, however, that when a district chooses to use a Central Office Service device, the hardware specs of the device itself will determine the number of simultaneous testers who can request content at any one time. Central Office Service devices can be pooled to create a round-robin load-balancing effect. However, if you do go this route of Central Office Service devices, it does create an extra variable to consider during that setup and scheduling of testing.

The Central Office Services device is considered optional. It's not required for testing. You can simply make a direct connection to DRC INSIGHT to pull test content directly from Amazon CloudFront. This is definitely a conversation you want to discuss with your assessment office and your technology team.

How do these three major components interrelate with one another? To the right of the firewall is outside of a school district's network. Anything on the left of the firewall is inside the school district's network. DRC houses all content off of Amazon CloudFront – that's where test content is stored and securely shared through the internet. Inside the school district's network, DRC INSIGHT is installed on all the student testing devices. You then register all your student testing devices to the COS user interface. Optionally, you have the ability to add a service device, which would also need to be registered to your interface, creating a triangulation of communication between the service device, the interface, and DRC INSIGHT.

Walking through what it would look like if a student were to log in with a service device in place: you would download test content to your service device first, and then you would install the software and have the student log into the test. The student's login goes to DRC's database to verify the username and password. Once validated, it starts to release test content to the student, who then pulls content from the service device. As the student responds to each question, the answers are always sent directly back to DRC in real time. The test adapts – especially for the Listening and Reading – so the database crunches the algorithm and determines the next best question to provide. Without a service device, the student would pull their test content directly over the internet from Amazon CloudFront and responses would go directly to DRC.

Students' responses are transmitted to DRC with each navigational click or every 45 seconds, whichever comes first. For example, the Writing test has kids on kind of the same screen for an extended period of time. If the student isn't clicking anything and just typing away, there's a saving heartbeat that happens every 45 seconds. Or if they click Pause, or any kind of navigational click on the screen will be recorded and sent to DRC in real time with a timestamp.

There is no response caching for WIDA ACCESS testing, and so all responses are going back to DRC in real time. That means you'll always need a constant internet connection. You can't do any kind of offline testing when it comes to WIDA ACCESS testing. What we do use is something called response processing or extended retries. If there's instability in the internet connection, you'll get a message on the screen that it's currently processing the response and trying to reach DRC. Usually, internet instability may only last for five to ten seconds. There's never an instance where the student will just be kicked out outright of the test and have to log back in. The system will attempt to reconnect for upwards of five minutes, and if you've reached that five-minute mark, that's when it's going to give a hard internet connection error message, because something is probably more systemically wrong that might need to get looked into by the local IT department. If connectivity is restored within those five minutes, the student is returned right back into the test where they left off.

Now we're going to focus in on one of those components, which is the Central Office Services management hub — that web-based platform, the different resources that are available, and what will be asked of technology coordinators once they get access to the software. There is a Central Office Services online help available within the menu, accessible via the question mark in the upper right-hand corner. It's essentially a reiteration of the technology user guide in an online platform.

COS configurations are managed from the Central Office Services dashboard. To manage a configuration, you click on a name. Essentially, you'll have the testing program, which is WIDA, and then it will give you a readout of your different configurations that you have set up, which ones are functional, which ones need attention, whether service devices are functional or need attention, and a breakdown of how many devices are active or idle for 31-plus days.

There's a secondary step beyond deploying out the software on the devices. You'll need to register those installs and that application to this dashboard and this configuration that you make within the system. Now, as a district you have complete flexibility in how you construct and manage configurations. Here are some general rules and guidelines. You could have one district-level configuration for all your testing devices with a direct connection to DRC — one configuration, all testing devices registered to it, no Central Office Service device. Or you could have one district-level configuration with a COS service device pool associated with it, adding multiple service devices to one

configuration to balance out content requests locally from the network. There's one service device for every 500 simultaneous testers, or whatever your hardware specs allow for that particular service device.

An important clarification: Central Office Service configurations are required for all districts. However, the COS service devices — that caching service that stores content locally and registers to those configurations — are optional. Every school district will need to set up some kind of hub or organizational configuration within Central Office Services and register their devices to it.

When accessing Central Office Services, you'll be asked to select a testing program, and then you'll be asked to select a site. If you're a district-level user, you can search for your district name or your district code. If you're a school-level user, you'll want to search for the name of your school. You will only be able to access the locations where you have permissions. For charter schools or private schools, even though you're standalone schools, in the system you are going to be considered your own district and school.

Inside a configuration, the different menu options available include Configuration Information, which allows you to change the name of your configuration and enable auto-updates to testing devices with a toggle. There is the Service Devices tab where, if you go the optional route of having a service device, you can add service devices, verify their overall status, update the version of the device, validate test content, and change the service device name. There is the Locations tab — for New York testing, you'll select your testing program, select your district, and add site, letting DRC know you're in this district and will be pulling WIDA test content. And then there is Content Management and Content Hosting, which will only be active if you decide to go the route of a service device. Finally, there is the Testing Devices tab, which gives you an inventory of all the different devices registered to DRC — including each device's ID, device name, software version, operating system, IP addresses, and the last time it was seen.

Now we're going to transition over to system requirements. The detailed system requirements for DRC INSIGHT are updated about three times a year. We are upcoming on the June release, with updated system requirements to be posted on June 26th. What I am sharing is the current system requirements. There shouldn't be any major changes. We try to be as transparent as possible about things that are upcoming and things that are getting retired. We recognize that once the school year has started, we want to keep things as stable as possible. There's never going to be a situation in October or February where we're going to pull the rug out from under you. We always give a long runway, letting you know if and when operating system support is fading away. We try to offer support through the end of a school year, then usually drop off support in July. The system requirements can be downloaded under My Applications, General Information, and Technology Downloads, and cover hardware requirements,

service device requirements, operating system requirements, support policies, and tips for device setup.

Some hardware specs to keep in mind for student testing devices: a minimum CPU benchmark rating of 2,000 is required, with 3,000 or higher recommended. Available memory is a minimum of two gigabytes of RAM, with four gigabytes recommended. Available disk space recommended is one gigabyte. You can use cpubenchmark.net for a searchable list of processors with their benchmark ratings. Screen size needs to be at least 9.5 inches or larger — we don't support testing on anything smaller, such as an iPad Mini, as it creates an inequitable testing experience. Screen resolution needs to be 1024 x 768 or better, and the scale needs to be 100%. Network connection should be wired or wireless with at least three megabits per second. Devices need to be fully charged, with at least a two-hour minimum battery life. If you can plug in, that's recommended.

For Central Office Service devices, the base hardware requirements are: a four-CPU processor, eight gigabytes of RAM, a minimum of 25 gigabytes of disk space with 100 gigabytes recommended, 10% of the device's total hard drive should remain as free space for optimal performance, and the device should be connected to the network through a wired connection.

In terms of our operating system support structure, we have four phases. Pre-release is a beta phase where we do regression testing prior to the OS release. Phase one is best effort support — we run the same tests again when the OS is publicly released to check for any surprises, with a 30-day window before moving to full support. Phase two is the fully supported model where the majority of our operating systems will exist. Phase three is best effort support again when a vendor announces end of security updates, seeing districts through to the end of the school year. And then phase four, beginning each July, is end of DRC support for anything that was in phase three. The system requirements document includes a chart that overlays this four-phase model over the different operating systems.

DRC INSIGHT secures the device and prevents students from leaving the assessment, but the application's ability to alter the device's configuration or turn off device software is very limited. For both test security and device performance, DRC recommends that unnecessary background processes and software be removed, turned off, or disabled before testing, and enabled again after. Sites should review which processes and applications are running in the background and have a procedure for disabling them before the assessment.

Some common applications that might want to be reviewed include Grammarly or Ginger Software, ProWritingAid, LineWise or ClassWise, Impero, Wellbeing, TeamViewer, AnyDesk, Remote PC, LogMeIn, and anything that has screen-sharing capabilities. You also want to check for automatic updates that might be scheduled, or notify teachers

when those updates are happening. If you're planning on testing first thing in the morning, make sure to turn on the computer and let it run for 10 minutes so it goes through those updates first before attempting to take a test. Make sure intelligent personal assistants like Siri are turned off, predictive text and spell check are disabled appropriately, and there are no collaboration tools like Microsoft Teams, Google Chat, Google Meet, Zoom, WebEx, or Microsoft Game Bar running.

There are about five or so other key resources to make mention of. First, there is the introduction to DRC INSIGHT technology for WIDA assessments — a four-page document that walks through the key vocabulary terms and what to do as a new technology coordinator, including what resources to look at and where to access them. Then there is the DRC INSIGHT Technology User Guide, which is the comprehensive document that shows from start to finish, across multiple volumes, how to configure, install, manage, and troubleshoot DRC INSIGHT from all the different operating systems.

Another great resource is the Site Technology Readiness Checklist. It gives you a timeline to think about two months out, three months out, one month out, two weeks out, and day of testing. It breaks down site planning, scheduling, logistics, and key stakeholder responsibilities in chunks, showing who needs to do what technical tasks and when.

For audio, you need to think about headsets versus headphones. Headphones can be used for Listening, Reading, and Writing tests — to hear test directions, practice items, and listening items. For the Speaking test, however, you will need a full headset with a microphone so the student can record their speaking responses. If you have all headsets, those can be used for all domains. For test security reasons, Bluetooth headsets and personal wireless earbuds are not allowed. There is also a headset specifications table available as a publicly available resource that gives the basic specs of things you should look for in a headset.

There is also a network evaluation and troubleshooting guide, which provides a checklist to evaluate your network configuration and its capacity for administering the WIDA assessments. And there is a technology troubleshooting and issue report form — about two or three pages — where the first page gives easy troubleshooting steps a test administrator can take, and the second page gives a reporting form to document what the error message was, who it affected, and what type of computer was used. There is also a webinar schedule for technology coordinators, with about six or seven live Q&A webinars specifically for technology coordinators throughout the fall and winter. These are recorded and posted one week after they are presented. Altogether, WIDA offers about 25 to 30 different webinars throughout the fall, winter, and early spring.

Another key resource is the knowledge articles within WIDA AMS — about 73 in total, covering the most frequently asked questions from over 10 years of administering the WIDA ACCESS test online. Three in particular are focused on technology and test administration: what do districts need to prepare for online testing, how do test administrators report technology issues during testing, and what steps can a test administrator take to resolve technology issues.

I know New York is familiar with online computer-based testing, but whenever it is a new online test, there's always a learning curve in getting familiar with new terminology. It's always good to revisit this conversation with your assessment office and your technology coordinator so that way you can go into the testing window feeling confident and prepared.

Things to be thinking about regarding preparedness: probably meeting two to three months prior to the testing window, leveraging that site readiness checklist, identifying your key stakeholders responsible for online testing, and assigning out who's doing any specific task. Once your staff has been identified, have comprehensive meetings to understand availability and constraints concerning the number of available testing devices, the number of students you plan on testing overall, the number of spaces available to test in, and how many wireless access points you have available.

A cautionary tale: we've had instances where districts usher 300 kids into a cafeteria or an auditorium, but without conferring with their technology team, they don't realize there's only one access point in that large room. Three hundred kids trying to connect to one access point will likely create a lag in testing, delays, and unnecessary timeouts. You want to coordinate with your technology team to understand what spaces are available, what the testing device and access point ratios are, and work closely with both your technology teams and assessment offices.

Another key thing is documenting and reporting technology issues. You want to train test administrators on both the ideal scenario of a student logging in to the test and on plan B — what steps should a test administrator take if something goes wrong. It's recommended that test administrators practice gathering details and reaching out to local IT on different troubleshooting scenarios. Will test administrators have contact information for someone who can help them troubleshoot? Does the district have an IT ticketing system to report technology issues? Are all test administrators trained on the ticketing system, or is there a template to document technical issues? Is there a way to differentiate the reporting of technology issues versus other IT requests? And is there an alternative testing plan if testing needs to get rescheduled?

The more information a test administrator can gather when experiencing a technology issue, the faster a resolution can be reached. You want to capture the date, name, district and school, and the specific error message wording — that's really what's going

to help define the best root cause and troubleshooting steps. A common problem is a kind of telephone game where a specific error message gets diluted as it gets reported up the chain, and what started as a specific internet connection error kind of turns into "they can't log in" by the time it gets reported to DRC. Also important: the number of students affected, wired or wireless connection, the kind of device being used, the org unit ID, and the system readiness check results.

Before any testing administration, it is a best practice to reboot testing devices. A reboot will clear temporary files, clean memory, and reset all running processes. If a device has been running for a long period of time, it could lead to performance slowdowns or a higher frequency of errors. This is especially recommended if you're a one-to-one district and kids are carrying their devices around from classroom to classroom. It's best to do a reboot before administering the test and put everybody at a clean slate.

Also, devices that are used sparingly should run for at least 5 to 10 minutes prior to testing to check for any recent updates. Updates that run in the background while a student is trying to test compete for device resources and could affect machine performance. This is particularly relevant after the summer, winter break, or spring break, when devices may have laid dormant and updates may have accumulated. Let devices run for 5 to 10 minutes before kids sit down to take the test.

Probably some of the more common questions we get are about audio and microphone troubleshooting with headsets. Some things to consider: is the headset muted, or is the volume turned down? Is the microphone positioned where it can easily capture the student's voice? A lot of times, especially for younger kids, the microphone is sticking straight up rather than in front of their mouth, or kids will accidentally mute themselves by fiddling with the volume or mute button on the cord. Is the headset properly connected to the device? Does the audio and microphone work outside of DRC INSIGHT? Does the headset work on a different computer? Are other programs running that control the microphone and audio? Is the headset the default recording and playback device? And is the headset plugged in prior to launching DRC INSIGHT? If not, close DRC INSIGHT, plug in the headset, and relaunch, because when you launch INSIGHT it locks down the recording and audio device.

DRC INSIGHT has a feature called a system readiness check — essentially a health diagnostic for each individual student machine. To run it, launch DRC INSIGHT and select the readiness check in the upper right-hand corner of the menu screen. It will ask you for an access code, which is 7745. This is considered a secure testing material and should not be shared with students — teachers should be the ones running it. The readiness check goes through a series of required tests and shows what's passing and what's not. Green is good. A red exclamation point means you're not able to test at all and should be reported to local IT. A yellow exclamation point is more of an FYI — the

device could still be used for testing, but local IT should look at it. A gray circle means the test is not applicable based on your configuration. Test administrators would want to note anything with a yellow or red exclamation point and notify local IT with that information, including the Org Unit ID shown in System Information.

Here is the suggested roadmap for over the summer and the fall and winter. Over the course of the summer, review the key resources highlighted in this presentation. Learn about your infrastructure requirements and compare those to the system requirements. Review your technology capacity to administer online testing, and learn to properly install and configure the environment to ensure students have a good testing experience. Later in the summer and early fall, more specific, detailed step-by-step instructions on how to install by operating system will be coming.

In the fall, additional technology coordinator webinars will be available. Identify the number of testing devices you have, the testing sites that are going to be used, and how many kids are testing in each location. Check your network capacity, discuss any technology needs with your assessment office and test coordinators, and develop an action plan and rollout. In winter, confirm that required hardware and bandwidth are available, verify that test sites have appropriate equipment, confirm that service devices and testing devices are ready for testing, ensure staff know where to find troubleshooting information in WIDA AMS, and then conduct your final technology walkthrough before the first day of testing.

If you have any questions for WIDA, you'd want to reach out to WIDA Client Services at help@wida.wisc.edu or 866-276-7735. They cover assessment training, certifications for ACCESS, Screener, and MODEL, the WIDA Secure Portal, self-paced professional learning courses, test administration questions, content about score reports, and the ELD Standard Framework, 2020 edition. For information about the technology aspects covered here today, that is handled through DRC or Data Recognition Corporation, at wida@datarecognitioncorp.com or 855-787-9615. DRC covers everything dealing with the WIDA Assessment Management System and the technology side. Although WIDA AMS accounts won't be available until later in the summer and fall, you can reach out and they can get you a link to those publicly available resources discussed in the presentation.

Stay connected with WIDA on Facebook, Instagram, LinkedIn, X, and YouTube. And with that, I think we've reached the end of our presentation. We want to thank everybody in the state of New York for joining us here today. We welcome you with open arms, and we are excited to get you up and running. Thank you so much. Thank you, Andrew. Thank you, New York.