

## Preparing for Testing

As you prepare for your test window, DRC recommends that the following preparation steps take place. Included in the chart below are recommended tasks to help guide your preparation.

Task	Task Details	Supporting Resource/Guidance Document(s) and Forms
Determine District Main Point of Contact	DRC needs 1 point of contact (i.e., Test Coordinator) at each District.	<a href="#">Point of Contact Form</a> contained within the <i>TerraNova</i> NEXT and InView Order Form.  To obtain the <i>TerraNova</i> NEXT and InView Order Form, please go to <a href="http://www.TerraNovaNEXT.com">www.TerraNovaNEXT.com</a>
District Hierarchy	Provide your school list to DRC for account setup.	District Hierarchy Form contained within the <i>TerraNova</i> NEXT and InView Order Form.  To obtain the <i>TerraNova</i> NEXT and InView Order Form, please go to <a href="http://www.TerraNovaNEXT.com">www.TerraNovaNEXT.com</a>
Submit <i>TerraNova</i> Online Order Form	If testing online only, fill out and submit the Online Order Form.	To obtain the <i>TerraNova</i> NEXT and InView Order Form, please go to <a href="http://www.TerraNovaNEXT.com">www.TerraNovaNEXT.com</a>
Download/distribute <i>TerraNova</i> NEXT Test Directions for Teachers, Computer-Based Test	The portal is your one stop for guidance on all pretest, during testing, and posttest activities.	Log in to the DRC INSIGHT Portal > My Applications > General Information > Documents
Add Additional Users (School Administrators, Teachers, etc.)	Provide appropriate permission sets to each user role (District, School, Teacher, District/School Technology Coordinator).	<a href="#">DRC INSIGHT Portal User Guide For TerraNova</a>  Go to the User Management Menu Section  <a href="#">TerraNova Online Quick Start Guide</a>  Or,  Go to the Manage Portal Users page at <a href="http://www.TerraNovaNEXTTraining.com">www.TerraNovaNEXTTraining.com</a>  *NOTE: Users added with the Teacher role will be automatically added to Teacher Management (for use in Student Group setup).
Technology Setup	Confirm with your district IT that INSIGHT is installed and ready for use on student devices.	For additional guidance documentation, log into the DRC INSIGHT Portal > My Applications > General Information > Documents > DRC INSIGHT Technology User Guide
Upload Students	Upload students into the DRC INSIGHT Portal. Confirm accuracy of accommodations and student details.	<a href="#">DRC INSIGHT Portal User Guide for TerraNova</a>  Go to the Student Management Menu Section  Or,  Go to the Manage Students page at <a href="http://www.TerraNovaNEXTTraining.com">www.TerraNovaNEXTTraining.com</a>

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Create Student Groups	After students and teachers are added, you can link students to teachers via Student Groups.	<p><a href="#">DRC INSIGHT Portal User Guide For TerraNova</a></p> <p>Go to the Student Group Management Section</p> <p>Or,</p> <p>Go to the Manage Students page at <a href="http://www.TerraNovaNEXTTraining.com">www.TerraNovaNEXTTraining.com</a></p> <p>*NOTE: Student Groups are required to link teachers to students for reporting purposes and can also be used in creating test sessions.</p>
Create Test Sessions	Create test sessions for students.	<p><a href="#">DRC INSIGHT Portal User Guide For TerraNova</a></p> <p>Go to the Test Management Section</p> <p>Or,</p> <p>Go to the Manage Tests page at <a href="http://www.TerraNovaNEXTTraining.com">www.TerraNovaNEXTTraining.com</a></p> <p>*NOTE: When building test sessions for combined testing (<i>TerraNova NEXT</i> with InView), ensure both assessments are within a single test session. Creating separate NEXT and InView test sessions will not allow for combined reporting.</p>
Print Test Tickets	Print student test tickets for testing.	<p><a href="#">DRC INSIGHT Portal User Guide For TerraNova</a></p> <p>Go to the Test Management Section</p> <p>Or,</p> <p>Go to the Manage Tests page at <a href="http://www.TerraNovaNEXTTraining.com">www.TerraNovaNEXTTraining.com</a></p>
Alert DRC—Test Window Complete	Once testing has been completed, notify DRC to convert your sessions to DRC Scored.	<p>Submit <a href="#">Completion of Testing Form</a> here:</p> <p>The Completion of Testing Form is accessible through the link above or by visiting <a href="http://www.TerraNovaNEXT.com">www.TerraNovaNEXT.com</a>.</p>