



TERRANOVA DRC INSIGHT PORTAL FUNCTIONALITY

LOG IN

1. Enter: <https://tr.drcdirect.com> in your web browser to access the DRC INSIGHT Portal for TerraNova.
2. On the Login page, enter your Username (your email address) and Password.
3. If needed, click *Forgot your password?* and follow the instructions to re-set.
4. Click *Sign In* to display the Welcome page. The My Applications menu displays role-based options for the site.

MANAGE YOUR USERNAME & PASSWORD

1. When logged into the Portal, click your initials in the upper-right corner.
2. Click *Edit Profile* to change your First Name, Middle Name (optional), or Last Name.
3. Click *Change Password* to manage your password.
4. Click *Save* to save the updates or click *Cancel* to exit without saving.

MANAGE USERS (VIEW / EDIT / DELETE)

1. Portal users with the *User Management* permission can view, edit, and delete Portal information for other Portal users.
2. Navigate to User Management to view users.
3. To search for users, select the Administration, District, or School. You can also search by role, name, or email address.
4. Click *Find User* and see list in grid.
5. Click the *View/Edit* button display or edit the user's profile.
6. To add permissions or roles to a new administration, click the *Add* button.
7. To edit permissions or roles, click the *View/Edit* button.
8. To remove access to an Administration, for the user click the red X button.
9. Users can be inactivated by clicking the *Inactivate* button for all administrations. Users cannot be deleted. The Reset User button sends a link to the user to re-set their password.

MANAGE USERS (ADD SINGLE USER)

1. Under User Management, click the *Add Single User* tab.
2. Fill in the required fields.
3. Select the Permission Set in the drop down to highlight the permissions to be included for that user role.
4. Click the top single arrow move the highlighted available permissions to the Assigned permissions box on the right.
5. Click *Save*.

Note: You can also click on the Upload Multiple Users tab to add more than one user at a time.

MANAGE STUDENTS (ADD STUDENTS TO DATABASE)

1. Click My Applications > Student Management > Manage Students.
2. Select an Administration, District, and School.
3. Scroll to bottom of the page.
4. Click the *Add Student* button.

5. Complete student profile.
6. Save and exit or click the *Save & Add Another* button to create additional students.

Note: You can also click on the Upload Multiple Students tab to add more than one student at a time.

STUDENT GROUP MANAGEMENT (ADD TO STUDENT GROUPS)

1. Click My Applications > Student Group Management > Manage Student Groups.
2. Select an Administration, District, and School.
3. Scroll to bottom of grid.

4. Click the *Add Student Group* button.
5. Complete student group information then scroll down.
6. Save and exit or click the *Save and Add Another* button to create additional Student Groups.

STUDENT GROUP MANAGEMENT (VIEW/EDIT/DELETE)

1. Click My Applications > Student Group Management > Manage Student Groups
2. Select an Administration, District, and School.
3. Click the *Find Student Groups* button.

4. The View/Edit Action button on the right allows you to edit the available Student Group(s). You may also export, add to test session, or delete.
5. Additional instructions are located at the top of the page under *Instructions*.

SET UP TEST SESSIONS

1. Click My Applications > Test Management then click on the Manage Test Sessions tab.
2. Select an Administration, District and School. Then scroll down and click the *Add Session* button. The Add Test Sessions Dialog box displays.
3. Test Session names should be meaningful, descriptive, and set up in advance of testing day.
4. Select the *TerraNova* Test Form and appropriate test levels.

5. Test Sessions must have one Form and at least one student in the session in order to save. Once the Test Session is saved, the Test Form and Available Subtest values cannot be changed.
6. Continue with Set Up Test Sessions (Adding Students to Test Sessions) below.

Note: You can also click on the Upload Multiple Test Sessions tab to add more than one Test Session at a time.



SET UP TEST SESSIONS (ADDING STUDENTS TO TEST SESSIONS)

1. To search for available students, type in search criteria or click the *Find Students* button.
2. Select students from the Available Students list, click on the top arrow to add selected students to the Test Session. (To select multiple students, use Ctrl key.)
3. Click the *Save* button or *Save and Add Another* button.
4. To add a student not already in the available students list, click *New Student*.
5. Fill out remaining required information in Student profile marked by asterisks. (Last name, First name, Date of Birth, Gender.) Click the *Save* button. Screen returns to chart at bottom of Add Test Sessions page with new student added into Test Session.) Save your Test Session.

PRINT TEST SESSION TICKETS

1. Click on My Applications > Test Management > Manage Test Sessions tab.
2. Select an Administration, District, School.
3. Click *Show Sessions*.
4. Find and select desired Test Session.
5. Click the *Printer* icon to print all tickets.
6. Print PDF roster and Test Tickets.

TEST SESSION STATUS

1. Click on Test Management Menu > Manage Test Sessions.
2. Select Administration, District, and School.
3. Click on Show Sessions button.
4. For single session: Select a session.
5. Click the *Edit/Print Ticket Status* button to view status of session by test module and student.
6. To see session status of ALL sessions click on the Status Summary Tab at top of the manage test sessions page.

VIEW INTERACTIVE REPORTS

1. Click on My Applications > Interactive Reports.
2. Select a Result type (e.g., Summary Results or Student Results), select an Exam, Report, District, and Assessment Date.
3. Click the *Go* button.

INSTALL SOFTWARE/DOWNLOAD CONTENT

1. Configure the service device and testing machines as directed in the Technology User Guide found under My Applications > General Information > Documents.
2. Download the Central Office Services (COS) Installer preferably on a server located on a school or districts local network. *Note:* COS software is only required for programs using Text to Speech Accommodations or if the school/district will have a large volume (over 800 depending on schools internet speeds) of students testing at once. My Applications > General Information > Downloads.
3. Get Org Unit ID number by going to My Applications > Central Office Services. Select a Testing Program and a Site. An Org ID can be found under an existing configuration or by creating a configuration by click on *Add Configuration*.
4. Download DRC INSIGHT Secure Browser on student testing devices from My Applications > General Information > Downloads.
5. Wizard will guide you through installation.
6. Enter Org Unit ID when prompted.



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