

Tennessee Comprehensive Assessment Program

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For details on the **STUDENTS** Tab, refer to page 2.

For details on the **TEST ADMINISTRATIONS** Tab, refer to page 2.

Select the **CLASSES** Tab to View Class Details and Download a Student List.

To **View Class Details**

1. Click/tap the **CLASSES** Tab
2. Use the search field or sort functionality to locate the class
3. Click/tap **View** next to the applicable class
4. The Class Details display. Details include the following:
 - Test Administrator
 - Class
 - Test Window
 - Students

To **Download a Student List**

1. Click/tap the **CLASSES** Tab
2. Use the search field or sort functionality to locate the class
3. Click/tap **View** next to the applicable class
4. Click/tap **Download Students in this Class (Excel CSV)**

Select **Help** from the **HELP** Tab to

- Contact **Customer Support** (via phone, email, chat)
- Locate **Support Documentation**, such as the *Nextera® User Guide* and *Test Administrator Script*

Select **Accounts** from the **ACCOUNTS** Tab to **Merge Accounts**. You can merge two accounts at a time.

1. Click/tap **Merge Accounts**
2. Click/tap **Select** next to two accounts
3. Click/tap **Merge Accounts**
4. Click/tap **Make Primary** for the account with the credentials you would like to use
5. Select **Merge Accounts**
6. The Merge Results window will appear with a message to confirm the account merge was successful
7. If you have more accounts to merge, repeat these steps for each account to be merged

Need assistance?

Contact **Questar Customer Support** via phone, email, and chat!

877-997-0421
TN.help@questarai.com

Chat is available through the Help Tab in Nextera® Admin.

Not sure how to help a student troubleshoot the Test Delivery System?

Refer to the *FAQ: Technology Tips for the Nextera® Test Delivery System* on what to do if a student has technology issues during a test.


- ☐ Confirm students are listed correctly in your class(es) and validate /update accommodations, as needed
- ☐ Locate the Access Code
- ☐ Print Student Login Credentials
- ☐ Monitor student progress during the test

TN EOC Test Window: April 17-May 5, 2017

Looking for a Proctor Password?

A Proctor Password may be required to restart a student's test in the Nextera® Test Delivery System. Your Building Test Coordinator (BTC) can find this password on their Home Page in Nextera® Admin.

Nextera® Admin: tn.nextera.questarai.com



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Select **Students** from the **STUDENTS Tab** to View and Edit Student details (including accommodations).

To **View/Edit Student Details**

1. Click/tap **Students** from the **STUDENTS Tab**
2. Use the search field or sort functionality to locate the student
3. Click/tap **View** next to the applicable student
4. The Student details display and include the following:
 - District and School of Record
 - Demographic Information, and
 - Accommodation Options
5. Click/tap **Edit** to make changes to the student record
6. To modify student accommodations
 - Click/tap **Modify**
 - Update the accommodations
 - Click/tap **Save** to save the changes to the accommodations
7. Click/tap **Save** to save the changes to the student record

Note: If accommodations are changed, the student will be assigned a new USER ID and Password (see “Test Administrations Tab”)

Select **Test Administrations** from the **TEST ADMINISTRATIONS Tab** to view and print student credentials, locate an access code, and monitor student progress during a test.

To **View/Print Student Credentials**

1. Click/tap **Test Administrations** from the **TEST ADMINISTRATIONS Tab**
2. Use the search field or sort functionality to locate the test
3. Click/tap **View** next to the applicable test
4. Student Credentials (User IDs and Passwords) are located under Registered Students (bottom of the page)
5. Click/tap **Login Tickets**
6. Select Avery 5160 (labels), Avery 5163 (labels), or Student Roster from the drop-down menu
7. Click/tap **OK**
8. Click/tap the **Printer icon** from the PDF

To **Locate an Access Code**

1. Click/tap **Test Administrations** from the **TEST ADMINISTRATIONS Tab**
2. Use the search field or sort functionality to locate the test
3. Click/tap **View** next to the applicable test
4. The Access Code displays above the Registered Students

To **Monitor Student Progress**

1. Click/tap **Test Administrations** from the **TEST ADMINISTRATIONS Tab**
2. Use the search field or sort functionality to locate the test
3. Click/tap **View** next to the applicable test
4. Student’s status, progress, start and completion dates/times are located under Registered Students (bottom of the page)