

Nextera® Admin Quick Tips for Testing Coordinators

Tennessee Comprehensive Assessment Program

HOME STUDENTS ▾ CLASSES TEST ADMINISTRATIONS ▾ ACCOUNTS ▾ HELP ▾

For details on the
STUDENTS Tab, see
page 4.

For details on the *CLASSES* and *TEST
ADMINISTRATIONS* Tabs, see page 2.

Select the **HOME** Tab to View the Testing Status Dashboard, locate the Proctor Password, and designate a school with testing completed.

The **Testing Status Dashboard**

- Displays during the test window
- Includes the number of students registered to test, in progress, and completed
- School Test Coordinators can view the dashboard at the School level
- District Test Coordinators can view the dashboard at the District or School level.
- To change the view of the dashboard
 1. Click/tap **change**
 2. Select the applicable *Window, District, School, and Content Area*
 3. Select **Change**

The **Proctor Password**

- The password displays on the HOME Tab under *School Information*
- To change the Proctor Password
 1. Click/tap on the existing *Proctor Password*
 2. Input data in the *New Password* field
 3. Click/tap **Save**

To designate **School Testing Completed**

1. Click/tap **School Testing Completed**
 - If there are students who have not been accounted for, complete the steps listed under **To Set a Student's Status Code to Not Testing** on page 4 of this document.
 - Once all students have a value assigned, click/tap **School Testing Completed** again.

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

- Contact **Customer Support** (via phone, email, chat)
- Locate **Support Documentation**, including manuals, trainings, and tutorials

For details on
the *ACCOUNTS*
Tab, see page 3.

Nextera® Admin: tn.nextera.questarai.com

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

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 the Help Tab in Nextera® Admin.

Want more Quick Tips?

Refer to the *Nextera® Admin Quick Tips for Test Administrators* for details on viewing students, tests, and classes; printing rosters, and more!

What's a Proctor Password?

A Proctor Password may be required to restart a student's paused test in the Nextera® Test Delivery System.

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Select The **CLASSES Tab** to View, Edit and Add a Class, and Add or Remove Students in a Class.

To **View a Class**

1. Select the **CLASSES Tab**
2. Locate the class and click/tap **View**

To **Edit a Class**

1. Select the **CLASSES Tab**
2. Locate the class and click/tap **View**
3. To edit the class, click/tap **Edit**
4. Update the Teacher, Class Name, and/or Test Administrator fields
5. Click/tap **Save**

To **Add a Class**

1. Select the **CLASSES Tab**
2. Click/tap **New Class**
3. Input data in the Teacher, Class Name, and/or Test Administrator fields
4. Click/tap **Save**

To **Add or Remove Students in a Class**

1. Select the **CLASSES Tab**
2. Locate the class and click/tap **View**
3. Click/tap **Edit**
4. To Add Students to a Class
 - a) If needed, use the *Class* drop-down menu to select the student's current class
 - b) Select the *check box(es)* for the applicable student(s) in the left column
 - c) Click/tap the *right-facing arrow* to move the student(s) to the class
5. To Remove Students from a Class
 - a) If needed, use the *Class* drop-down menu to select Unassigned Students
 - b) Select the *check box(es)* for the applicable student(s) in the right column
 - c) Click/tap the *left-facing arrow* to move the student(s) to the Unassigned Students list
6. Click/tap **Save**

Spring | Questar Test District 01 (QTD01) | Questar Test School 01 (QTS01) | No Subject [Change](#)

Since you may have access to multiple test windows, schools, and subjects, use the bar at the top of the window to select the details you wish to view.

To change the details being viewed: click/tap **Change**; select the *test window, district, school, and content area*; select **Change**.

Select **Test Administrations** from the **TEST ADMINISTRATIONS Tab** to view Overall Testing Status.

To view the **Overall Testing Status**

1. Select **Overall Testing Status** from the **Test Administrations Tab** in Nextera® Admin
2. Depending on your role, you can search the testing status using filters for Test Window, District, School, and Subject
3. A user must select a subject when viewing at a school level
4. A user will be able to view the status of each subpart of the students' tests when a subject is selected. The values displayed are:
 - Not Started
 - In Progress
 - Completed
 - Not Testing
 - Invalidate
5. To export and print the data displayed, click/tap **Export**
6. The data will be exported into a comma separated value (CSV) file

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From the ACCOUNTS TAB, select **Accounts** to view, edit, and add users, or select **District** or **Schools** to view District and School details.

To **View a User**

1. Select **Accounts** from the **ACCOUNTS Tab**
2. Locate the applicable User and click/tap **View**

To **Change a User's Name or Email Address**

1. Select **Accounts** from the **ACCOUNTS Tab**
2. Locate the User and click/tap **View**
3. Click/tap **Edit**
4. Update the *First/Last Name*, and/or *Email* field(s)
5. Click/tap **Save**

To **Add a User**

1. Select **Accounts** from the **ACCOUNTS Tab**
2. Click/tap **New Account**
3. Complete the *First Name* and *Last Name* fields
4. Enter the User's email address in the *Username* field
5. Select the *This account is currently active* checkbox
6. Select the role and district in the *Select Roles* section
7. If needed, input the *TeacherID* and select the *Content Area(s)*
8. Click/tap **Add Role**
9. Repeat the prior two steps to add additional roles
10. Select **Create an Account**

To **Reset a User's Password**

1. Select **Accounts** from the **ACCOUNTS Tab**
2. Locate the applicable User and click/tap **Reset**

An email is sent to the user with the details needed to sign in to Nextera® Admin.

To **Change a User's Role(s)**

1. Select **Accounts** from the **ACCOUNTS Tab**
2. Locate the User and click/tap **View**
3. Click/tap **Edit**
4. To Add a Role
 - a) Select the applicable role and district in the *Select Roles* section
 - b) If needed, input the *TeacherID* and select the *Content Area(s)*
 - c) Click/tap **Add Role**
5. To Remove a Role, select clear next to the role in the *Selected Roles* section
6. To remove all roles, select clear all in the *Selected Roles* section
7. Click/tap **Save**

To **View District Details**

1. Select **Districts** from the **ACCOUNTS Tab**
2. Locate the District and click/tap **View**

The *View District* window displays the district's name, code, type, active/inactive status, and addresses.

To **View School Details**

1. Select **Schools** from the **ACCOUNTS Tab**
2. Locate the School and click/tap **View**

The *View School* window displays the school and district names, school number, type, active/inactive status, and addresses.

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Select **Students** from the **STUDENTS Tab** to Download a Student List, Add Students, Move a Student between Schools, and Set a Student's Status.

To Download a Student List

1. Select **Students** from the **STUDENTS Tab**
2. Click/tap the *Download Class List (Excel)* link

To Add a Student

1. Select **Students** from the **STUDENTS Tab**
2. Click/tap **New Student**
3. Enter the student's demographics
4. Change the drop-down option from Not Testing for the applicable content area(s)
5. To add student accommodations
 - a) Click/tap **Modify**
 - b) Select *accommodation(s)* for each class
 - c) Click/tap **Save**
6. Click/tap **Save**

To Move a Student between Schools*

1. Select **Students** from the **STUDENTS Tab**
2. Click/tap **View** next to the applicable student
3. Click/tap **Edit**
4. Use the *School of Record* drop-down menu to select the correct school
5. Click/tap **Save**

*Contact Questar to move students between districts.

To Set a Student's Status Code to Not Testing for a **subject** the student is assigned to

1. Select **Students** from the **STUDENTS Tab**
2. Click/tap **View** next to the applicable student
3. Click/tap **Edit**
4. Locate a test the student is not taking and use the drop-down list in the Class field to select **Not Testing**
5. The *Set Status Code* window displays
6. Select **Not Testing Scoring Option**
7. Select the applicable *Reason*
8. Click/tap **Submit**
9. Repeat steps 4-8 for each test the student will not be taking that he or she is assigned to take
10. Click/tap **Save**

To Set a Student's Status Code to Not Testing for a **subject** the student already listed as Not Testing

1. Select **Students** from the **STUDENTS Tab**
2. Click/tap **View** next to the applicable student
3. Click/tap **Edit**
4. Locate the test
5. Click/tap **Set Status**
6. The *Set Status Code* window displays
7. Select **Not Testing Scoring Option**
8. Select the applicable *Reason*
9. Click/tap **Submit**
10. Repeat steps 4-9 for each test the student will not be taking that he or she is already listed as Not Testing
11. Click/tap **Save**

To Set a Student's Status Code to Not Testing for a **subpart** the student is assigned to

- | | |
|---|---|
| 1. Select Students from the STUDENTS Tab | 6. Select Not Testing Scoring Option |
| 2. Click/tap View next to the student | 7. Select the applicable <i>Reason</i> |
| 3. Click/tap Edit | 8. Click/tap Submit |
| 4. Click/tap Set in the subpart's Scoring Status | 9. Click/tap Save |
| 5. The <i>Set Status Code</i> window displays | |