Working with the Portal



Accessing the Portal

You access the Portal from the Welcome to the DRC INSIGHT Portal page.

- 1. Enter the <u>https://nv.drcedirect.com</u> in a supported browser. The Welcome to the DRC INSIGHT Portal page displays.
- 2. Enter your username and password then click **Sign In**. **Note**: Click **Forgot your password** to receive an email with instructions on how to reset your password.

DRC INSIGHT	
DRCINSIGHT	Wetcome to the DRC INSIGHT POTAL (EDIRECT) Nevada Department of Education (NDE) in partnership with Data Recognition Corporation (DRC) welcomes Nevada educators to the DRC INSIGHT Portal!
Sign In Utername " Parswerd P Sign In Forget year password?	This website readiles you to access links to program book and provides information for the Nervada Ready Assessment System. To access program content, authorizing processment even to large to the bar encour website. The large, enter your automate and password, will then click Sign it. To access program intervation, click Sociated Information. The NV Costomer Service team can be reached at 1.866-588-4073 or by email at NMted/Debs/Beduaterospecificocitis.com Tutorisis and Online Tools Training PARIED, accessite versions of the Nervada Totakis and Online Tools Training are available. Please copy the Inite below into Google Chrome to access these procise operationations of the Nervada Totakis and Online Tools Training are available, version of the DBIC NEIGHT free engene. WHT For Initial Marked Medicel LocarMON process for this public version of the DBIC NEIGHT free engene. WHT For Initial Marked Medicel LocarMON procession for this public version of the DBIC NEIGHT free engene. WHT For Initial Marked Medicel LocarMON procession for this public version of the DBIC NEIGHT free engene. WHT between these destination and Online Tools Training are available. Please copy the Initia Door Tools Training PARIE procession for the Nervada Straining and the action properties boower for this public version of the DBIC NEIGHT free engene. WHT Procession Straining and the Nervada Straining and Procession Procesion Procession Procession Procession Procession
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After a successful log in, the Welcome to the DRC INSIGHT Portal page reappears with menu options for navigating the site. The Product menu displays the active DRC product.

3. The Application menu displays the Portal options you have permission to use. Initially, the menu displays **My Applications**. As shown at the bottom of the page, when you select a menu option, the Application menu displays the name of the selected option.

DRCINSIGHT NEVADA - MY APPLICATIONS -					
PARTICIPANT PREPARATION	SCORING AND REPORTING				
Student Management	Educator Scoring				
User Management	Report Delivery				
TEST PREPARATION	GENERAL INFORMATION				
Administration Setup	General Information				
Materials	TECHNOLOGY SETUP				
Test Management					
POST-TEST ACTIONS	Central Office Services				
Student Management					
DRCINSIGHT NEVADA - GENERAL INFORMATION -					

Documents

Downloads

Test Tutorials

Managing Your Account

This topic describes how to change your name or password for the Portal. In addition, you can display a list of DRC products to which you have access.



To manage your account, sign in to the Portal and click your initials (based on your first and last name in the Portal) in the right-hand corner of any page to display a menu of options.

JH
MY PROFILE
Edit Profile
Change Password
PRODUCT
View My Agreements
Sign Out

Managing Your Account—Changing Your Name

You can change your name in the Portal if necessary. The Manage My Profile screen displays your name and the email address for your Portal profile. **Note**: You cannot change your email address on this screen. Contact a Portal user with User Management permissions to change your email address.

1. Select Edit Profile to change your name within the Portal.



2. On the *Manage my profile* page, you can enter a new first, middle, or last name.

]
Middle Name		
Last Name *		
Email		

3. Click Save.

Managing Your Account—Changing Your Password

This topic describes how to change your password within the Portal (for existing Portal users only).

1. Select Change Password to change your Portal password. The password must meet the conditions listed on the *Manage My Password* page.



2. Enter your current password in the Current Password field, your new password in the New Password and Confirm New Password fields, then click Save.

Manage My Pa	330010	
Current Password *		
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lew Password *		
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Managing Your Account—Display Your Agreements (the DRC Security Agreement)

This topic describes how to display the security agreement for your DRC products.

- 1. Select View My Agreements to display the DRC Security Agreement.
- 2. Click your product to display the security agreement.



User Agreement
Security and Confidentiality Agreement for DRC Applications
The DRC Applications are designed for State, District, School, and Adult Assessment personnel and contain confidential and private information, including but not limited to, secure test materials, test scores and student demographic information. The system is password protected and requires a username and password for access.
The secure test materials are proprietary information of its owner(s) and are provided to those authorized individuals who are legally bound to maintain the security of the test. In order to access the secure test materials you must first agree to these terms to keep the test materials secure and confidential and not disclose or reproduce any information about the secure test materials except in your authorized capacity.
The system is not for public use, and any student information from the system must not be disclosed to anyone other than a state, district or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). Under FERPA, a school official is a person employed by the state, district or school as an administrator, supervisor, district test coordinator, school test coordinator, principal, teacher, or principal's designated office staff. Such a user must have a legitimate educational purpose to review an educational record in order to fulfill his/her professional responsibility.
State, district, and school users who are granted permission to this system must read and abide by the Family Educational Rights and Privacy Act (FERPA). Disclosure of passwords to anyone unauthorized to use the system is prohibited. Disclosure of a student's data to their parent or guardian must be in accordance with FERPA. For more information on FERPA, see the U.S. Department
Close

General Information Menu



Introduction

When you open the Portal and click **General Information**, three options are available: Documents, Downloads, and Test Tutorials. **Note**: The Documents and Test Tutorials tabs are always enabled in the Portal. The Downloads tab is enabled only after you log in to the Portal.



Click **Documents** to select, open, and download various training items from the Documents page.

Jocuments		
Documents Upload Document		
@Instructions		
Administration Document Type (All) Show Documents		
Drag a column header here to group by that column		
Documents		
Administration 🔺 Document Type 🔺 Title 🔺 Description	Date	Action
Choose from the above filters and click on 'Show Documents' to view matching 'Documents'		

Click Test Tutorials to watch a test demo and become familiar with the online testing environment.

Test Setup General Information	
Test Tutorials	
= Instructions	
Test Tutorials	
Tide	Action
Nebrasia Unine Assessment Student Tutorials	

Click **Downloads** to download Central Office Services (COS), DRC INSIGHT, and the Capacity Estimator. From the Test Setup General Information page you can download versions of DRC INSIGHT and COS for various operating systems and configurations. **Note**: Click **View System Requirements** to display the latest requirements for using DRC INSIGHT.

Test Setup General Information				
Developede				
# Instructions				
Software Downloads				
In the second		Testing Software Downloads		
TDe	Platform	Operating Systems	Version	Action
DRC DISCHT Andreid	Android	Andreid Lalipop 5:0 API 21, Andreid Lalipop 5:1 API 22, Andreid 6:0, Andreid 7:0	7.0.0	<u></u>
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DRC INSIGHT DRUK INSISTER - 14 DC	Unux	Uburbu 14.04 L15, Uburbu 15.04 L10 - with 64-bit Greene 3.4, Uburbu 18.04 L15 Greene Shell	80.1	
Use the installer above to download the DRC INSIGHT test engine.				-
DRC INSIGHT Mec Installer	Mec OS	10.10, 30.11, medDS Serre 10.12, medDS High Sterre 30.13, Hec Server Software is not supported	9.0.1	
Use the installer above to download the DRC INSIGHT test engine.				-
DRC INSIGHT Windows Installer	Windows	Windows 7, Windows 8.1, Windows 58, Windows Server 2016	9.0.1	
Use the installer above to download the DRC INSIGHT test engine. Note: See Systems Requirem	ents' for list of supported V	Vindone Exuch Genices.		14
Central Office Services (COS) Installer - 64 bit	Linux	Ubuntu 14.04 LTS - with 64-bit Grome 3.4, Unity Shell, Ubuntu 16.04 LTS - with 64-bit Grome 3.4, Unity Shell, Ubuntu 18.04 LTS Grome Shell	2.0	
Use the installer above to download the Central Office Services (COS), which includes Content Me	magement and Content Ho	elog.		
Centrel Office Services (COS) Installer - 64 bit	Windows	Windows 7, Windows 8.1, Windows 8.1, Windows Server 2016	2.0	-
Use the installer above to download the Central Office Services (COS), which includes Content Me	preperment and Content Ho	aling.		
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Use the installer above to download the Central Office Services (COS), which includes Content Me	inegement and Content Ho	atop		
Testing Site Manager (TSH) Installer - 32 bit	Linux	Ubunlu 14.04 LTS, Ubunlu 16.04 LTD - with 32-bit Gnorma 3.4, Unity Shell	92.0_0	1
Use the installer above to download the Testing Site Manager (TSH), which includes Content Cao	hing and Response Cachin	plote: The TSN should not be installed on mobile or touch-some devices.		
Testing Site Manager (TSH) Installer - 64 bit	Linux	Ubuntu 14.04 LTS, Ubuntu 16.04 LTD - with 64-bit Gnome 3.4, Unity Shell, Ubuntu 18.04 LTS Gnome Shell	9.2.0_0	1
Use the installer above to download the Testing Site Manager (TSM), which includes Content Cao	hing and Response Cachin	plote. The TSN should not be installed on mobile or bouch-somen devices.		
Testing Site Manager (TSH) Installer	Nec OS	10.10, 10.11, mecDS Sterra 10.12, mecDS High Sterra 10.13, Mec Server Software is not supported	9.2.0_0	1
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Testing Site Manager (TSH) Installer - 32 bit	Windows	Windows 7, Windows 81, Windows 84, Windows 54rws 2016	9.2.0_0	1
Use the installer above to download the Testing Site Manager (TSM), which includes Content Cao	hing and Response Cachin	p. Note: The TSM should not be installed on mobile or bouch-some notectes.		
Testing Site Manager (TSH) Installer - 64 bit	Windows	Windows 7, Windows 8.1, Windows 8.9, Windows Server 2016	9.2.0_0	-
Use the installer above to download the Testing Site Manager (TSH), which includes Content Cac	hing and Response Cechin	g. Note: The TSM should not be installed on mobile or touch-screen devices.		
Capacity Estimator	Excel	Microsoft Excel Exited 2007 and later	3.1	1
Use the installer above to download the Capacity Estimator. This tool estimates testing response	Simes by using the number	of students insting, as well as network capacity and utilization.		
View System Requirements Honitor Setting Verification				