Microsoft Excel
## *Instructions for School Test Coordinator*
Prepare Test Session File – DRC INSIGHT

Download Teacher/Course and Test Session Files

Step 1. In Infinite Campus, download the **Teacher/Course** file and save to your computer.

- a) Login to **Infinite Campus.** *Logins and access to secure systems are user specific. DO NOT SHARE LOGIN INFORMATION.

- b) Click **Data Export** under the Ad Hoc Reporting option.

- c) Open the **Ad Hoc Admin** menu.

- d) Select the appropriate grade level report from the All Campus Users group.

  - ❑ **student** Elem—AM-Attend TESTING

  - ❑ **student** MS-HS—Period-CourseList TESTING

- e) Select the "Delimited values (CSV)" file format.

- f) Click "Export." Open and save this file.
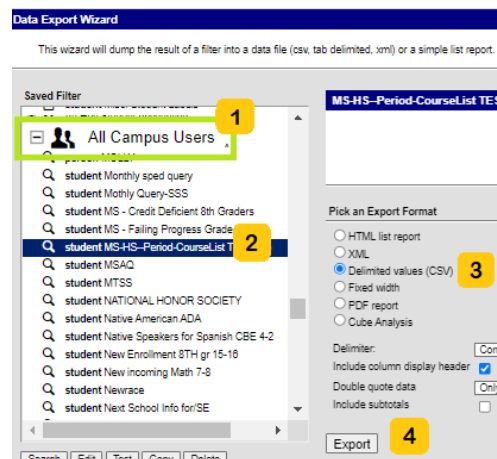
student.lastName	student.firstName	student.stateID	courseSection.teacherFullName	student.grade	sch.name	courseSection.courseName
GRUNDLER	GRETCHEN	1000000001	DWYER, BARB	5	ANYTOWN ELEMENTARY	AM ATTENDANCE
MCDUCK						
WEEMS						
LASALLE						

| student.lastName	student.firstName	student.grade	student.stateID	courseSection.courseName	function.IdCourse	courseSection.teacherFullName	sectionSc	sch.name
BRAVO	JONNY	7	1000000005	ELA 7	1021584754|ELA 7	MANN, OTTO	5	ANYTOWN MIDDLE SCHOOL
EXPLORER	DORA	8	1000000006	ENRICH 8	1021584754|ENRICH 8	PARK, SKATER	0	ANYTOWN MIDDLE SCHOOL
LIGHTYEAR	BUZZ	6	1000000007	MATH 6	1021584754|MATH 6	WALKER, MILES	2	ANYTOWN MIDDLE SCHOOL
FLINSTONE	PEBBLES	6	1000000007	MATH 6	1021584754|MATH 6	WALKER, MILES	4	ANYTOWN MIDDLE SCHOOL

Step 2. In DRC INSIGHT Portal, download the **Test Session** Student Details file.

*The Student Details file from DRC INSIGHT contains SECURE testing information. Do not email this document.

- a) Login to **DRC INSIGHT Portal**.

- b) Open **My Applications**. Under TEST PREPARATION select **Test Management**.

- c) Click the **Manage Test Sessions** tab.

- d) Select the **Administration** (drop down menu). If more than one school, filter for one school at a time.

- e) Click the **Show Sessions** button.

- f) Click the **Export Student Details** button.

- g) Save this file. **Keep SECURE**.

> ***Test Tickets are SECURE***
> Access to secure test information and materials must be supervised by NV licensed educational personnel trained in Nevada test security and test administration.

assessmentsupport@washoeschools.net
March 2023
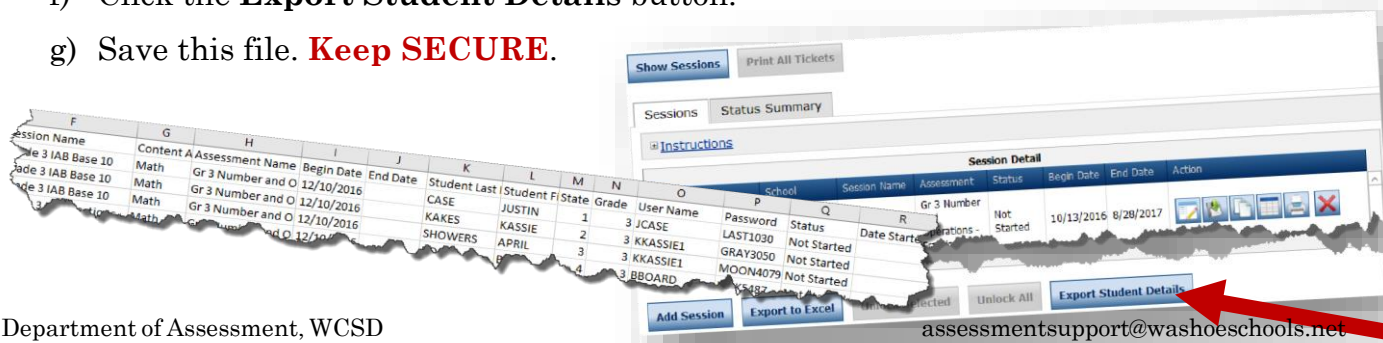
Add Teacher (IC) Information to the Test Session (DRC) File

Preliminary Step >> Middle/High Schools:

Determine the class period (#) or course (name) during which students will take the test. The Infinite Campus file should be reduced to one row for each student. Highlight or sort the rows to separate out the desired period/course, then remove the student rows of periods/courses that will not be used. (Save changes to the file.)

With the Test Session file and Teacher/Course file open side by side...

Step 1. In the **Test Session** file, add a column (V) at the end for the Teacher's name.

*Additional step for file export: *student MS-HS—Period-CourseList*

In the Test Session file (DRC), label an additional column (**W**) "Period". Set the Number format for the column to **Text**. Pre-fill the column with the class period during which students will take the test. Type in the class period with a leading zero (i.e., for 1 type in 01).

Alternative: *Instead of class period, match by course name. Copy the course name from column E of the IC export into column W.*
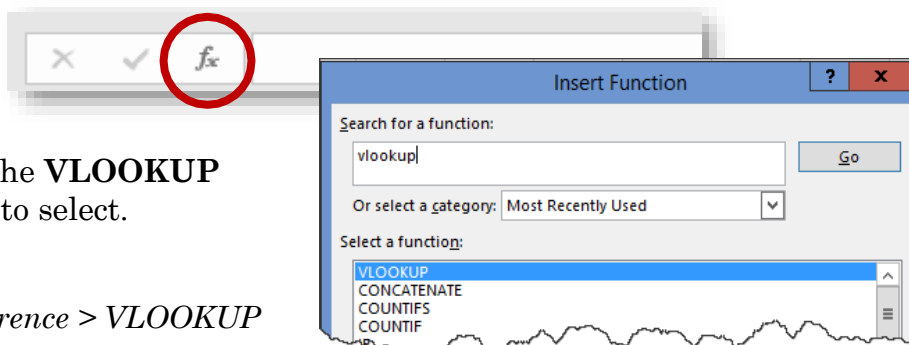
V
TEACHER

V	W
TEACHER	PERIOD
	01
	01
	01

Step 2. For the first student in the newly added "Teacher" column, follow these steps to add details using the Excel VLOOKUP function (vertical lookup):

a) Click the f_x button.

b) Search for or click on the **VLOOKUP** function and click **OK** to select.
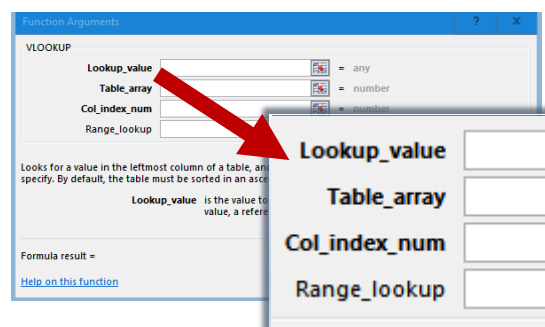
*Find it here:

Formulas > Lookup & Reference > VLOOKUP

Insert Function

Search for a function:

vlookup

Go

Or select a category: Most Recently Used

Select a function:

VLOOKUP
CONCATENATE
COUNTIFS
COUNTIF

Beginning from the DRC **Test Session** file

c) Complete each parameter for the VLOOKUP function as follows:

- **Lookup value** *(Lookup_value)*
  - **Elementary:** Click in the cell for the corresponding Student ID or type the name of the cell of the corresponding student ID (M2).
  - **Middle/High Schools – Period Specific Teacher:** Type a combination of the Student ID and Period (or Course) with a line between.
    The formula will look like this: **M2&"|"&W2**

Function Arguments

VLOOKUP

Lookup_value = any
Table_array = number
Col_index_num = number
Range_lookup

Looks for a value in the leftmost column of a table, and specify. By default, the table must be sorted in an asce...

Lookup_value is the value to value, a refere...

Formula result =

Help on this function

Lookup_value

Table_array

Col_index_num

Range_lookup

(Step 2c)

- **Table_Array** *(Table_array)*
    - **Elementary:** In the Infinite Campus **Course** file and beginning on Row 2, highlight the cells from the Student ID (Column C or C2) to the Teacher name (Column D) and down through the student list. Then, press F4 (or Fn+F4) key.
    - **Middle/High Schools:** In the Infinite Campus **Course** file and beginning on Row 2, highlight the cells from the function.IdCourse (Column F or F2 for a selected "Course" or Column G or G2 for a selected "Period") to the Teacher (Column H) and down through the student list. Then, press F4 (or Fn+F4) key.

> *ALL: With the Table Array highlighted (step 2), press the F4 key (or Fn+F4) to create an absolute (locked) reference. This will insert $ dollar signs (symbol) into the formula.*

- **Col_Index_num** *(Col_index_num)*. Type in the column number where the TEACHER name resides in the Course file (count left to right beginning with the first column highlighted). The column you want to match to from those highlighted for the Table_array is the number entered for the Col_index_num.

- **Range Lookup** *(Range_lookup)*. Type **FALSE**.

d) Click **OK**.

VLOOKUP Example (MS-HS)

Elementary schools will have "M2" shown in this box.

Function Arguments

VLOOKUP

Lookup_value	M2&"|"&W2	= "8282828282|01"
Table_array	iod-CourseList'!F$2:H$5	= {"6464646464|01","6464646464|MATH (
Col_index_num	3	= 3
Range_lookup	FALSE	= FALSE

= "FLINSTONE, FRED"

Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Range_lookup is a logical value: to find the closest match in the first column (sorted in ascending order) = TRUE or omitted; find an exact match = FALSE.

Formula result = FLINSTONE, FRED

When completed correctly, the result will appear at the bottom of this window.

Help on this function   OK   Cancel

Step 3. Copy the results of this function to all other students.

How to…

a) Highlight the first cell. Hold down the mouse button and scroll down to highlight the rest of the cells in this column.

b) Press **Control D** to add the teacher's names to each row of data. While the column of teacher names is highlighted, right click and "Copy", then "Paste > Values" (this will remove the formula and paste the formula result).

Step 4. Optional Additional Step

Repeat the **VLOOKUP** directions to add other columns and details.

Step 5. Sort updated DRC file before starting the Mail Merge and printing tickets.

TIP: How the file is sorted will determine how tickets are organized for printing.

Example sort order: 1) student by last name, 2) by teacher, 3) by test session *[ELA CAT, then ELA PT, then Math CAT, then Math PT, then Science]*, 4) by grade level.

# Microsoft Word
Instructions for School Test Coordinator
Mail Merge: Labels for Students

Set Up the Mail Merge Document

a) Open a blank Word document and click the "**Mailings**" tab.

b) Click the *arrow* on the **Start Mail Merge** button.

c) Select the "**Labels…**" option.

d) Select the desired Printer option, noting manual feed (or bypass tray) is the default option. In most cases, change this to "Auto Tray Select."

e) Select Avery US letter type of labels.

f) Select the desired label size.
   - ✓ Avery 6878: prints **4 mailing labels** per page
   - ✓ Avery 5395: prints **8 nametag sized labels** per page
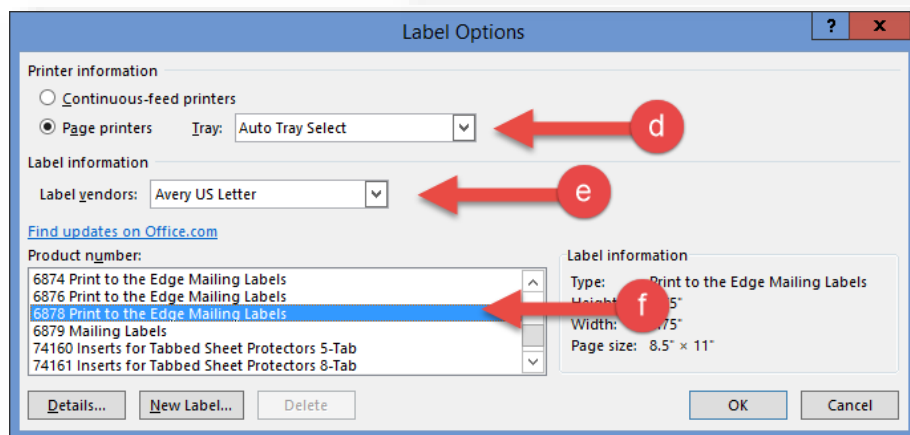
g) Click **OK**.

> ### *Pre-made Templates*
> **Alternative:** Select and open a WCSD mail merge template. Open "Mailings" tab, **Select Recipients** *(Use an Existing List)*, then **Preview** and **Print**.
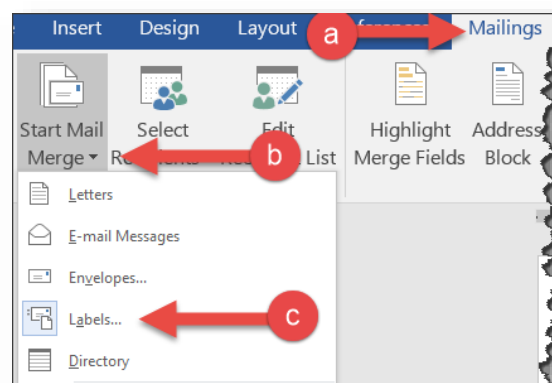

> ### *Test Tickets are SECURE*
> Access to secure test materials and information must be supervised by NV licensed educational personnel trained in Nevada test security and test administration.

Note: The document will now be adjusted for labels. If you do not see gridlines outlining the labels, they may be turned on by selecting the "**Layout**" tab in the "**Tables Tools**" group. Select the **View Gridlines** button here.

Select Recipients

a) Select "Use an Existing List…" under the **Select Recipients** button.

b) Navigate to the saved Excel file.

c) Click **OK** (twice) to accept the file.
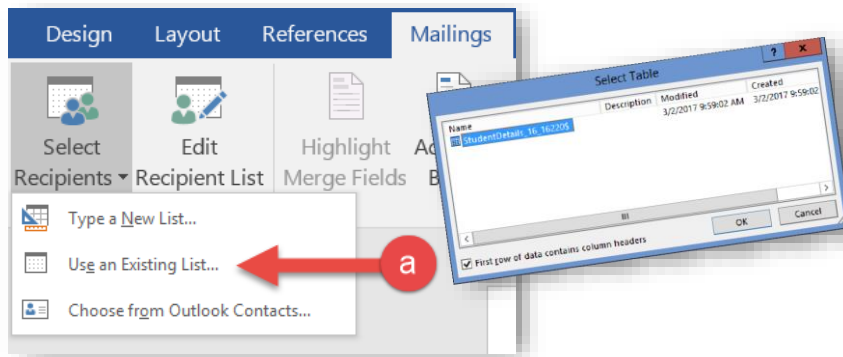
Optional: To Print Sessions on Different Colored Paper

a) Click the **Edit Recipient List** button.

b) Select "Advanced…" in the Session Name column and complete the search box as shown in the figure below.

c) Click both **OK** buttons to accept the filters and return to your tickets.
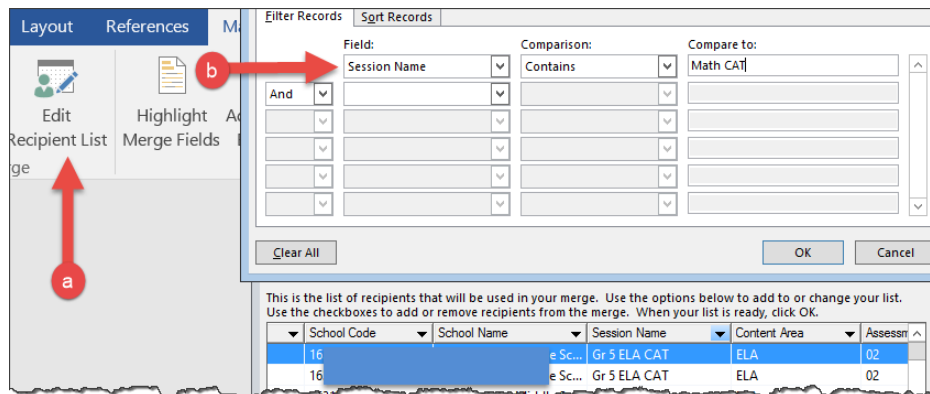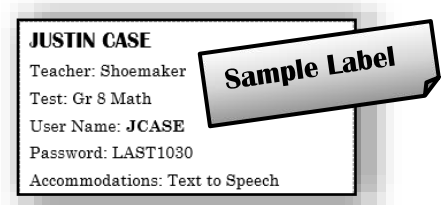
Arrange the Labels

a) Within the Mailings tab, click the **Insert Merge Field** button to add fields that will be printed on each label.

b) For DRC supported assessments, you will want to include: *first name, last name, session name and/or assessment, username and password, teacher* as well as *accommodations*.

> ✓ When entering fields, you may customize with spaces, new lines, and additional wording.
> ✓ To change the text style, highlight the information and edit as you would in any word document.
>
> **Students are assigned a unique DRC generated username and password for each test session.*
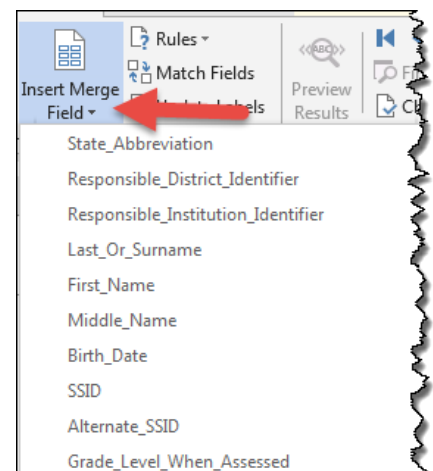
c) When complete, click on the **Update Labels** button to see your results. You may continue to make changes to the look of your label and update labels until satisfied with the results.

d) You may also click on the **Preview Results** button to see an actual label. Click this button once more to return to the label design view.

JUSTIN CASE
Teacher: Shoemaker
Test: Gr 8 Math
User Name: **JCASE**
Password: LAST1030
Accommodations: Text to Speech

Sample Label

Preview and Print Labels

a) Click the **Finish and Merge** button.

1. Select "Edit Individual Documents…" to create labels in a separate file for previewing or printing.

2. Select "Print Documents…" to directly print the tickets.

> ***TEST TICKETS ARE SECURE*** Printed test tickets must be stored in the central secure testing cabinet. Test administrators check-out and return tickets to the School Test Coordinator each day of administration.