Summary

This document is intended to provide additional guidance for Technology Coordinators and IT personnel who may be new to DRC INSIGHT Online Testing Software. It provides a summary of the three major components to testing with DRC INSIGHT, how to install DRC INSIGHT Online Testing, and guidance on what to do when inheriting DRC INSIGHT Online Testing. For additional guidance, see the "DRC INSIGHT Technology User Guide".
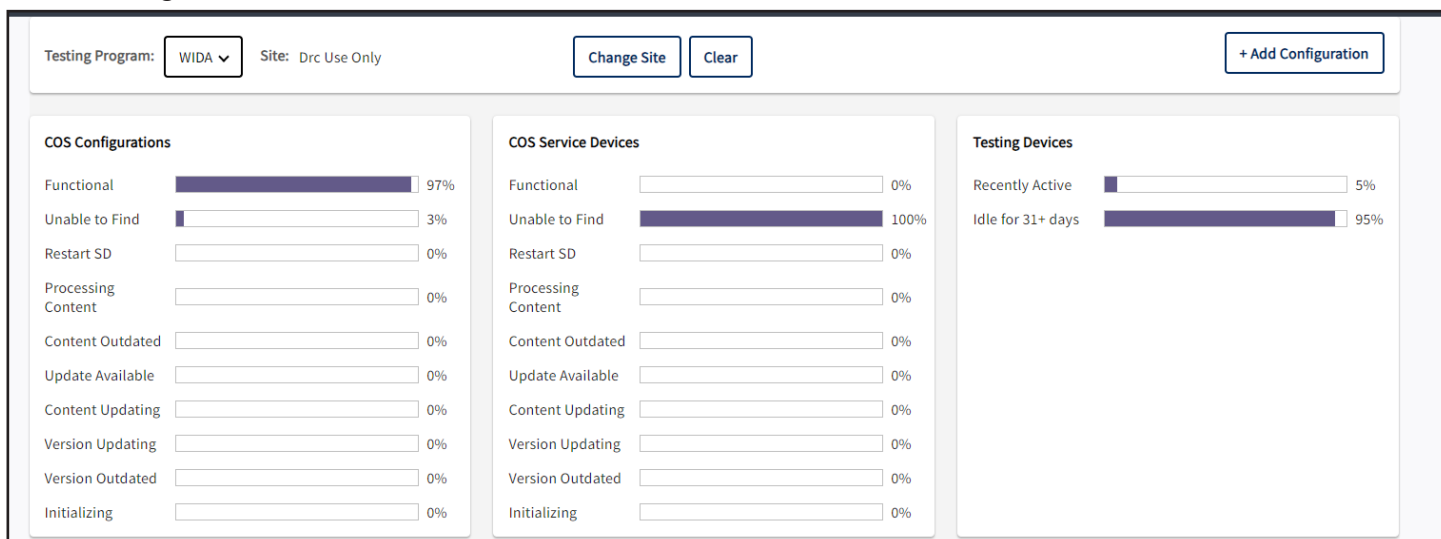
DRC INSIGHT is a secure web-browser testing interface that is installed on each student testing device to provide a secure testing experience. DRC INSIGHT works with various software and hardware components to provide a secure online testing system that successfully delivers assessments.

There are three major components to testing with DRC INSIGHT:

- DRC INSIGHT Secure Application
- Central Office Services (COS)
- COS-Service Devices (COS - SD)

The main component of DRC INSIGHT, the **DRC INSIGHT Secure Application**, is the secure web-browser testing interface installed on each student testing device.

Central Office Services (COS) is a web-based interface that allows you to install, configure, and manage your online testing environment from a central location.

COS-Service Devices (COS - SD) are computers (running in local environments) with DRC COS installed on them. They function as "test content servers". WIDA recommends COS - SD's be configured for WIDA online assessments, but COS - SD's are not required for WIDA assessments. Once a COS - SD is registered with a COS Configuration, it cannot be used in another COS Configuration, although you can remove the COS - SD from a COS Configuration and add it to another COS Configuration. If there are multiple COS - SDs in the COS Configuration, the device becomes part of the pool of COS - SDs associated with the COS Configuration.
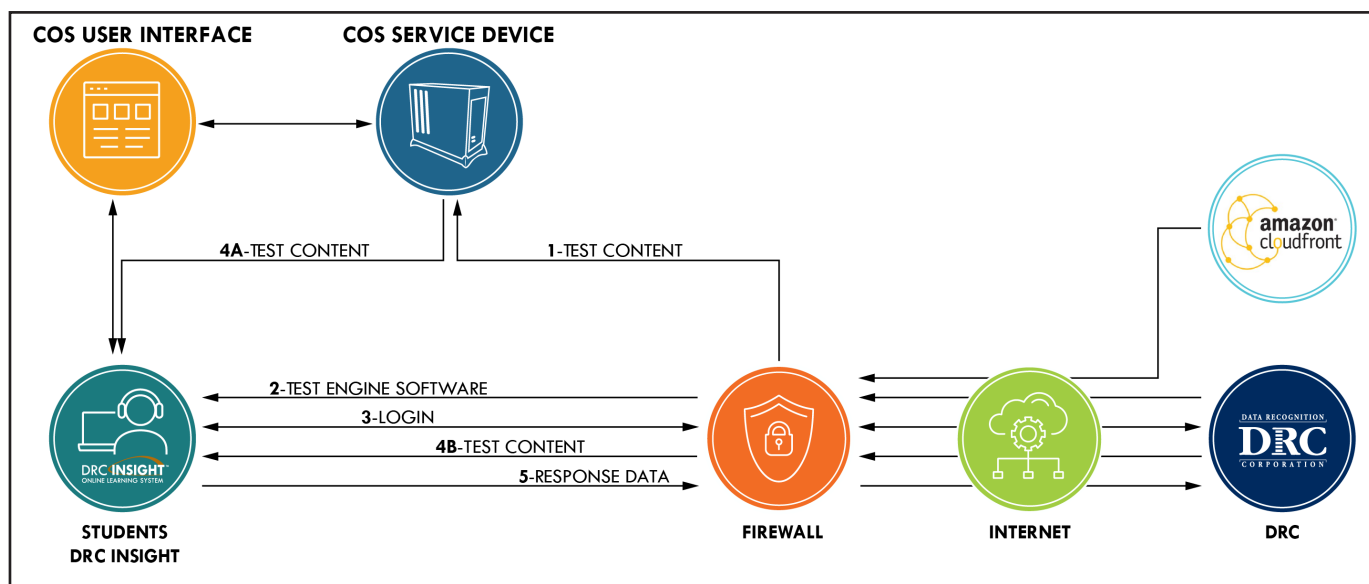
Note: Configurations used for WIDA assessments are different than Configurations used for other DRC assessments you may have.

Summary (cont.)

The following diagram provides a visual overview of the process of testing with COS, with and without a COS - SD configured for Content Management.

- **(1) Test Content** - This path represents the initial path for test content with a COS - SD configured to use Content Management and Content Hosting. When the COS - SD is installed, test content stored on the Amazon Web Services (AWS) Cloudfront is automatically sent to the COS - SD. The Content Management service automatically checks for new content several times a day and updates the COS - SD.

- **(2) Test Engine Software** - When a student starts DRC INSIGHT, the test engine software is automatically loaded from the DRC servers to the Testing Device.

- **(3) Login -** When a student logs in to the test, the student's login is verified by the DRC servers and the student's scheduled test sessions are sent to the Testing Device.

- **(4A) Test Content -** When a student selects a test and a COS - SD is configured, the COS - SD delivers the test content to the student's Testing Device, reducing the start-up time for the student. All the test content is encrypted for security.

- **(4B) Test Content -** When a student selects a test in situations in which no COS - SD is configured the test content is delivered directly from the DRC servers to the Testing Devices. Again, all the test content is encrypted for security.

- **(5) Response Data -** The Response Data path represents the path for test response data. During testing, if the Testing Devices can communicate with the DRC server, the test responses go directly to the DRC server. If the Testing Devices cannot communicate with DRC, testing ends.

Installing DRC INSIGHT Online Testing for the First Time:

1. Ask your District Test Coordinator for a WIDA AMS account to access the technology resources and testing software. You will want to be given the District Technology user role with default permissions.

2. Access key technology documentation under **My Applications>General Information>Documents**. From there, you can access the following resources:

   - **DRC INSIGHT Technology User Guide** - This user guide is part of a multivolume set that describes how to configure, install, manage, and troubleshoot the DRC INSIGHT Online Learning System.

   - **Supported System Requirements for ACCESS for ELLs and Screener** - This guide describes the current system requirements recommended by WIDA for DRC INSIGHT and COS-SD. This document is updated three times per year.

   - **Site Technology Readiness Checklist for Deploying WIDA Online Assessments** - This document is a guide for sites implementing WIDA online assessments. The checklist is designed to identify various factors that a site should address to provide a positive online testing experience for students.

   - **Network Evaluation and Troubleshooting** - This guide provides a checklist to evaluate network configuration and its capacity for administering WIDA online assessments.

   - **ACCESS for ELLs Headset Specifications** - This table outlines features for headsets and recording devices that may be used for WIDA online assessments, and WIDA's rationale for recommending those features.

   - **Webinar Schedule for Technology Coordinators** (including installations and troubleshooting) - A document listing the Technology Webinars that are scheduled.

3. Access DRC INSIGHT Secure Browser and Central Office Services-SD installers under **My Applications>General Information>Technology Downloads**.

4. Start creating your configurations under **My Applications>Central Office Services**. Feel free to use the COS Online Help embedded in the menu by clicking the question mark in the upper right corner.

Inheriting DRC INSIGHT Online Testing as a new District Technology Coordinator:

1. Ask your District Test Coordinator for a WIDA AMS account to access the technology resources and testing software. You will want to be given the District Technology user role with default permissions.

2. Refer to the resources above as needed.

3. Log into your COS Configuration under **My Applications>Central Office Services**.

   a. Under Testing Program select **WIDA.**

   b. Click **Select a Site…** and type in your full district name.

   c. Select your district site with your state as the Parent Name.

Inheriting DRC INSIGHT Online Testing as a new District Technology Coordinator (cont.)

4. Click on the **COS Configuration Names** and see if your configurations are at a district level or at a school level. Some districts choose to manage COS - SD and Testing Devices from:

   a. One district wide configuration with all testing devices.

   b. Separate configuration for each school location.

   c. A mix of configurations at the district or school levels depending on the school or type of test.

5. Does your district use COD - SDs to store content locally on the network?

   a. Are there COS - SDs by each individual configuration?

   b. Is there a round robin, load-balanced pool of COS - SDs in one configuration?

   c. Does your district use a third-party load balancer?

   d. What is the status of the COS - SDs?

   e. When was the last time the COS - SD checked into DRC?

   f. What content is or is not downloaded under the Configuration>Content Management tab?

6. How many testing devices are in each configuration? Go into each configuration and select the Testing Devices tab.

   a. When was the last time the devices were seen?

   b. What version of the software is on the devices?

Making Changes to DRC INSIGHT Online Testing

As a new District Technology Coordinator, you can decide the following:

- Leave the configurations as they are.

- Move devices to different configurations to adjust your current configuration setup.

- If the testing devices or COS - SDs have not been updated in more than two years, check with your District Test Coordinator on the testing schedule. You will want to make sure there is enough time to update software or remove unused, re-image devices from the configuration before testing. **Check with DRC Customer Service before taking this action**.

All three of these options require making sure that the version of DRC INSIGHT, COS - SDs and the operating systems for those applications are meeting the current System Requirements found under **My Applications>General Information>Documents**.

For more information about how to manage a COS Dashboard reference the resources above or access the Online Help found under **My Applications>Central Office Services** and click the question mark in the upper right corner.

Contact DRC Customer Service at 855-787-9615 or wida@datarecognitioncorp.com for more information about managing a COS Configuration for DRC INSIGHT Online Testing.