COPYRIGHT
Copyright © 2016 Data Recognition Corporation

The following items in DRC INSIGHT are protected by copyright law:

• The User Guide.
• All text and titles on the software’s entry and display, including the look and feel of the interaction of the windows, supporting menus, pop-up windows, and layout.

DRC INSIGHT Online Learning System and DRC eDIRECT are trademarked by Data Recognition Corporation.

Any individuals or corporations who violate these copyrights and trademarks will be prosecuted under both criminal and civil laws, and any resulting products will be required to be withdrawn from the marketplace.

The following are trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries:

  Internet Explorer
  Microsoft
  Windows
  Windows Vista
  Windows XP
  Windows 7
  Windows 8

The following are trademarks or registered trademarks of Apple Corporation in the United States and/or other countries:

  Apple
  Macintosh
  Mac
  OS X
  iPad
  iOS*
  *iOS is a trademark or registered trademark of Cisco in the U.S. and other countries and is used under license.
  Safari

The following are trademarks or registered trademarks of Google Corporation in the United States and/or other countries.

  Android
  Chrome
  Chromebook
  Google Play

The following is a trademark or registered trademark of Mozilla Corporation in the United States and/or other countries.

  Firefox
# Contents

## Tests

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>68</td>
</tr>
<tr>
<td>Tests Page</td>
<td>69</td>
</tr>
<tr>
<td>Creating Tests</td>
<td>70</td>
</tr>
<tr>
<td>Working with Tests</td>
<td>74</td>
</tr>
<tr>
<td>Copying Tests</td>
<td>75</td>
</tr>
<tr>
<td>Deleting Tests</td>
<td>76</td>
</tr>
<tr>
<td>Inactivating and Activating Tests</td>
<td>77</td>
</tr>
<tr>
<td>Sharing Tests</td>
<td>78</td>
</tr>
<tr>
<td>Editing Test Details</td>
<td>79</td>
</tr>
<tr>
<td>Editing Test Instructions</td>
<td>80</td>
</tr>
<tr>
<td>Text Formatting Tools</td>
<td>82</td>
</tr>
<tr>
<td>Changing Text Color</td>
<td>83</td>
</tr>
<tr>
<td>Copying and Pasting Text</td>
<td>84</td>
</tr>
<tr>
<td>Working with Lists</td>
<td>85</td>
</tr>
<tr>
<td>Working with Tables</td>
<td>86</td>
</tr>
<tr>
<td>Inserting Special Characters</td>
<td>89</td>
</tr>
<tr>
<td>Inserting Images</td>
<td>90</td>
</tr>
<tr>
<td>Working with Items and Passages</td>
<td>91</td>
</tr>
<tr>
<td>Displaying Tests</td>
<td>92</td>
</tr>
</tbody>
</table>

## Item Bank

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>95</td>
</tr>
<tr>
<td>Item Bank Page</td>
<td>96</td>
</tr>
<tr>
<td>Filtering, Searching for, and Viewing Items, Passages, and Images</td>
<td>97</td>
</tr>
<tr>
<td>Previewing Items and Passages in INSIGHT</td>
<td>104</td>
</tr>
<tr>
<td>Displaying Items and Passages as PDF Files</td>
<td>106</td>
</tr>
</tbody>
</table>

## Reports

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>108</td>
</tr>
<tr>
<td>Report Categories and Descriptions</td>
<td>109</td>
</tr>
<tr>
<td>Standard Report Features</td>
<td>110</td>
</tr>
<tr>
<td>Test Session Detailed Reporting</td>
<td>111</td>
</tr>
<tr>
<td>Alignment Performance Report</td>
<td>113</td>
</tr>
<tr>
<td>Item Performance Report</td>
<td>114</td>
</tr>
<tr>
<td>Score Report</td>
<td>116</td>
</tr>
<tr>
<td>Score Distribution Report</td>
<td>118</td>
</tr>
<tr>
<td>Student Report</td>
<td>119</td>
</tr>
</tbody>
</table>
Getting Around
This chapter of the user guide covers the following topics:

- How to log on to the EAGLE 2.0 system through eDIRECT
- The main system components
- How to navigate through the system
- Standard system tools and icons and how to use them
- How to search for and display data

All EAGLE 2.0 users sign on through the eDIRECT system and use the link within eDIRECT to access the different parts of the EAGLE 2.0 system: Student Testing, Tests, Item Bank, Reports, and Help.

Important: Displayed Data

Throughout this user guide, district, school, and student information is displayed in screenshots. Although the names of the schools and the districts are often real, the student names and data are always fictitious—no actual student names, data, or other information are used or displayed.
Logging on to eDIRECT

Before you can access the EAGLE system, you must first log on to eDIRECT using a web browser and the Internet.

1. Use a supported web browser to navigate to the eDIRECT logon page at https://www.drcedirect.com/all/eca-portal-ui/welcome/LA.

2. Enter your username and password and click Log In to access the main page of the eDIRECT site.

Notes:

- If you are logging on to eDIRECT for the first time, enter your email address as your user name in the Username field, and enter the password sent by Customer Service. You will need to change your password (see “Logging on to eDIRECT for the First Time” on page 8).
- If you forgot your username or password, click Forgot your username or password? A page displays that you can use to request another password (see “Forgot Your eDIRECT Password?” on page 10).
Logging on to eDIRECT for the First Time

When you log on to eDIRECT for the first time using your temporary password, you are prompted to change the password. The new password must contain eight or more characters, including both uppercase and lowercase letters, and at least one special character. The new password cannot include any part of the email address.

1. The new password must meet the following conditions:
   - The password must contain at least eight characters, including:
     - At least one numeric character
     - At least one lowercase character
     - At least one uppercase character
     - At least one of the following special characters: !@#$%^&*
   - The password cannot contain your username, first name, or last name.

2. Re-enter the new password in the Confirm New Password field (do not cut and paste the password).

3. Select a security question from the Question drop-down menu, enter your answer in the Answer field, and click Save.
Logging on to eDIRECT for the First Time (cont.)

The final step in the initial log on process is to read and acknowledge the Security and Confidentiality Agreement for DRC Applications. You must agree to the conditions of this agreement in order to use eDIRECT. Print the agreement if you want to retain a copy.

Read the Security and Confidentiality Agreement for DRC Applications and check the I Agree box.

Note: You cannot continue to use eDIRECT without checking this box.

After you have agreed to the Security and Confidentiality Agreement for DRC Applications, click **Continue**. You can click **Print** to print the agreement.
Forgot Your eDIRECT Password?

If you forgot your eDIRECT password, you can click the Forgot your username or password? link, enter your email address, and answer a security question to create a new password.

1. If you are an existing eDIRECT user and you forget your username or password, click the Forgot username or password? link on the Please Log In dialog.

2. When the Log In Help page (shown above) appears, click I don’t know my username to recover your username, or I don’t know my password to recover your password.

3. Enter the correct information in the dialog box that displays and click Send. An email will be sent to you containing your username or password, based on your request.
   - To recover your username, when the Recover Username dialog appears, enter your eDIRECT email address in the Email Address* field and click Send.
   - To recover your password, when the Recover Password dialog appears, enter your eDIRECT username in the Username* field and click Send.
Displaying the Security Agreement

You can click the Security and Confidentiality Agreement link at the bottom of any eDIRECT page to display the Accept the Security and Confidentiality Agreement for eDIRECT.

Note: The first time you access eDIRECT, you must agree to the terms of the agreement to continue using eDIRECT. See “Logging on to eDIRECT for the First Time” on page 8 for more information.
Displaying the Minimum Browser Requirements

You can click the **Minimum Browser Requirements** link at the bottom of any eDIRECT page to display the Minimum Web Browser Requirements page, which lists requirements for common browsers and includes links to browser download pages and additional information.

This page details the eDIRECT web browser requirements for the Windows, Mac (OS X and macOS), and Linux operating systems.

The page contains links to web browser home pages, organized by user (operating system)—that you can use to learn about and download different web browsers.

When you click the **Minimum Browser Requirements** link at the bottom of the page, the Minimum Web Browser Requirements page displays a list of the web browsers that are certified for use with eDIRECT.

The Additional Information section contains links to descriptions of other items, such as JavaScript and session-based cookies that are required for browsers to use eDIRECT.
Quick Tour: Common Student Testing Processes

This section contains overviews of common processes in EAGLE 2.0: student testing, allowing students to test multiple times, and adding a new student into a student group and test session.

Student Testing

The following is an overview of the student testing process:

1. Districts will upload a student file (via the LAStudentFileLayout file) into eDIRECT using the upload multiple students function.
2. Review test items and create tests. See “Creating Tests” on page 70 for details.
3. Create student groups. See “Creating Student Groups” on page 52 for details.
4. Create test sessions (assigns tests to student groups). See “Creating Test Sessions” on page 35.

Allow Students to Test Multiple Times

Students can be set up to test multiple times in EAGLE 2.0 as follows:

1. In eDIRECT, go to Test Setup > Manage Students. Add the student to eDIRECT again using a number after their name. For example: John Smith1.
2. In EAGLE 2.0, add the student to a student group, which creates another testing opportunity while preserving the student’s previous attempts.

Add New Student to Student Group and Test Session

You can add a new student into a student group that is already joined to a test and test session as follows. **Note:** The student must first be added to the administration in eDIRECT.

Add student to student group

1. In EAGLE 2.0, navigate to Student Testing then select the Student Groups tab.
2. Select the student group to which to add the student.
3. From the Actions dropdown, select Edit Students then select the Add Students tab.
4. Use the filters to find the student, then select the student (a check mark indicates selection).
5. Select Done. The student is added to the student group.

Add student to test session

1. In EAGLE 2.0, navigate to Student Testing then select the Test Sessions tab.
2. Select the test session to which to add the student.
3. From the Actions dropdown, select Edit Students.
4. Expand the group. Check the box for the student and select Done. The student is added to the test session.
5. On the Test Session page, from the Actions dropdown, select Generate Tickets > Print Tickets.
### Managing Students

From the Manage Students tab of the Manage Students page you can edit the administrative information about the students in the EAGLE 2.0 system.

1. To manage a student’s information, from the menu click **Student Management** then click **Manage Students**. The Manage Students page displays.

2. Select an administration (required), select or enter information, such as last name and grade, in the active fields and drop-down menus to filter your search, and click **Find Students**.

3. Click the **View/Edit** icon to display the Edit Student dialog box.
Managing Students (cont.)

4. Edit the information in the fields and drop-down menus. Click **Save** to save your changes or **Cancel** to cancel them.

Note: Edit the student information on the **Student Detail** tab. The other tabs: **Accommodations**, **Demographics**, **Testing Codes**, and **Test Sessions**—do not apply to EAGLE 2.0.

5. When you save your changes, the Manage Students page re-displays with a message indicating that the student’s record was updated successfully. You can edit another student record or exit the session.
Adding a Student

From the Manage Students tab of the Manage Students page you can add a student to the EAGLE 2.0 system.

1. To add a student to the EAGLE system, from the menu click Student Management then click Manage Students. The Manage Students page displays.

2. Select a test administration from the Administration drop-down menu, a district from the District drop-down menu, and a school from the School drop-down menu.

3. Click the Add Student button when it becomes active.
4. When the Add Student page displays, use the fields and drop-down menus on the Student Detail tab to enter the student’s last name, first name, middle initial, ten-digit Louisiana Student and Staff Record System ID number (in the LSSRS ID field), date of birth, grade, and gender.

5. When you are finished, click Save or Save & Add Another to continue or Cancel to cancel the process.

6. The Manage Students tab displays with the new student added and a confirmation message displays.

You can edit the student’s information (see “Managing Students” on page 14).
Uploading Multiple Students

In eDIRECT, from the Upload Multiple Students tab of the Manage Students page, you can add multiple student records to the EAGLE 2.0 system at once. To add multiple student records, you must upload a file that meets certain file layout requirements. The file must be in the comma-separated value (.csv) format used by Microsoft Excel and the fields in the file must be in specific columns. After a file is uploaded successfully, the students with data in the file will be automatically added to Test Sessions at their designated school and grade level.

**Note:** The Upload Multiple Students tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.

1. To create and upload a student file, from the menu click **Student Management** then click **Manage Students**. The Manage Students page displays.

2. Select the **Upload Multiple Students** tab.

3. Click the **Download the File Layout** link to display the Multiple Student Upload Pre-ID File Layout. pdf file.

   This file displays the required layout of the .csv file you will upload to DRC with rules, instructions, and examples describing how to create and format the file (see the complete sample on the following pages).
### EAGLE Sample Multiple Student Pre-ID File Layout, Page 1

#### Upload Multiple Students File Layout

- File must contain a header row.
- File must contain the data in the order listed in the file layout.
- Fields cannot be longer than the value in the Maximum Length column.
- File must contain less than 100 student names per file.
- File must be in comma separated (.csv) format.
- To save Excel file as type .csv:
  - Save file updates/changes within Excel.
  - Open file in Excel, if file not already open.
  - On the Windows menu bar, click File, then Save As...
  - The Save As dialog box will appear. The line at the bottom of this box reads Save as type:
    - Click on the down arrow to the right of this line to open a drop down menu.
    - Scroll down the menu until CSV (Comma delimited) is visible.
    - Click on CSV (Comma delimited) [* .csv] to select for the Save as type:
    - Click on Save on the right.

<table>
<thead>
<tr>
<th>Ref #</th>
<th>Column Name</th>
<th>Maximum Length</th>
<th>Required (Y/N)</th>
<th>Description/ Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>District Code</td>
<td>3</td>
<td>Y</td>
<td>LEAP: EAGLE 2.0: Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3 Alpha/Numeric characters</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The district code must match the district code displayed in the eDIRECT District dropdown.</td>
</tr>
<tr>
<td>2</td>
<td>School Code</td>
<td>3</td>
<td>Y</td>
<td>LEAP: EAGLE 2.0: Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3 Alpha/Numeric characters</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The school code must match the school code displayed in the eDIRECT School dropdown.</td>
</tr>
<tr>
<td>3</td>
<td>Louisiana Secure ID Number (LASID)</td>
<td>10</td>
<td>Y</td>
<td>LEAP: EAGLE 2.0: Y</td>
</tr>
<tr>
<td>4</td>
<td>Student Last Name</td>
<td>18</td>
<td>Y</td>
<td>LEAP: EAGLE 2.0: Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>If your district has not opted into LDOE's data sharing agreement with DRC, then pass just the first 3 characters of Last Name and the first character of First Name.</td>
</tr>
<tr>
<td>5</td>
<td>Student First Name</td>
<td>14</td>
<td>Y</td>
<td>LEAP: EAGLE 2.0: Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Allowed Characters: A – Z, a-z</td>
</tr>
<tr>
<td>6</td>
<td>Student Middle Initial</td>
<td>1</td>
<td>N</td>
<td>LEAP: EAGLE 2.0: N</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Diacritical characters will be converted to their alphanumeric equivalent.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Examples include but are not limited to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>( \tilde{A} = a, \tilde{n} = n, \tilde{e} = e, \tilde{O} = O, ) and ( \ddot{l} = l )</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All other non-alphanumeric characters will be removed from the field before saving.</td>
</tr>
<tr>
<td>7</td>
<td>Gender</td>
<td>1</td>
<td>Y</td>
<td>LEAP: EAGLE 2.0: Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>F = Female or M = Male</td>
</tr>
<tr>
<td>8</td>
<td>Date of Birth</td>
<td>10</td>
<td>Y</td>
<td>LEAP: EAGLE 2.0: Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>If your district has not opted into LDOE's data sharing agreement with DRC, then pass 01/DD/1999 to populate the DD with the student’s actual date of birth in the format MM/DD/YYYY.</td>
</tr>
<tr>
<td>9</td>
<td>Grade</td>
<td>2</td>
<td>Y</td>
<td>LEAP: EAGLE 2.0: Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>LEAP: 03 – 03</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EAGLE 2.0: 03 – 12</td>
</tr>
<tr>
<td>10</td>
<td>Hispanic or Latino</td>
<td>1</td>
<td>N</td>
<td>LEAP: EAGLE 2.0: N</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N = Not Hispanic or Latino</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>This field is not applicable for EAGLE 2.0.</td>
</tr>
</tbody>
</table>

**Note:** Refer to the Formatting Rules and Acceptable Values and the Validation and Required Rules fields for the rules regarding the data included in the Excel file.
## Multiple Student Upload Pre-ID File Layout

<table>
<thead>
<tr>
<th>Ref #</th>
<th>Column Name</th>
<th>Maximum Length</th>
<th>Required (Y/N)</th>
<th>Description/Values</th>
</tr>
</thead>
</table>
| 11    | Race - American Indian or Alaska Native                                     | 1              | LEAP: Y, EAGLE 2.0: N | Y = American Indian or Alaska Native  
N = Not American Indian or Alaska Native  
This field is not applicable for EAGLE 2.0. |
| 12    | Race - Asian                                                                | 1              | LEAP: Y, EAGLE 2.0: N | Y = Asian  
N = Not Asian  
This field is not applicable for EAGLE 2.0. |
| 13    | Race - Black or African American                                           | 1              | LEAP: Y, EAGLE 2.0: N | Y = Black or African American  
N = Not Black or African American  
This field is not applicable for EAGLE 2.0. |
| 14    | Race - Native Hawaiian or Other Pacific Islander                            | 1              | LEAP: Y, EAGLE 2.0: N | Y = Native Hawaiian or Other Pacific Islander  
N = Not Native Hawaiian or Other Pacific Islander  
This field is not applicable for EAGLE 2.0. |
| 15    | Race - White                                                                | 1              | LEAP: Y, EAGLE 2.0: N | Y = White  
N = Not White  
This field is not applicable for EAGLE 2.0. |
| 16    | COE on file for Migrant Student                                             | 1              | LEAP: Y, EAGLE 2.0: N | Y = Yes  
N = No  
This field is not applicable for EAGLE 2.0. |
| 17    | Special Education Student                                                   | 1              | LEAP: Y, EAGLE 2.0: N | Y = Yes  
N = No  
This field is not applicable for EAGLE 2.0. |
| 18    | Special Education Exceptionality                                            | 3              | LEAP: Y, EAGLE 2.0: N | NO = No Special Education Exceptionality  
GIFT = Gifted  
TAL = Talented  
AUT = Autism  
DB = Deafblindness  
DD = Developmental Delay  
ED = Emotional Disturbance  
HI = Hearing Impairment  
MID = Mild Mental Disability  
MOD = Moderate Mental Disability  
OHI = Orthopedic Impairment  
SLD = Specific Learning Disability  
SLU = Speech or Language Impairment  
TBI = Traumatic Brain Injury  
VI = Visual Impairment  
OTH = Other (Multiple Disabilities, Severe Mental Disability)  
This field is not applicable for EAGLE 2.0. |
| 19    | Limited English Proficient                                                 | 1              | LEAP: Y, EAGLE 2.0: N | Y = LEP  
N = Not LEP  
This field is not applicable for EAGLE 2.0. |
| 20    | Section 504                                                                 | 1              | LEAP: Y, EAGLE 2.0: N | Y = Yes  
N = No  
This field is not applicable for EAGLE 2.0. |
| 21    | McKinney-Vento Act                                                          | 1              | LEAP: Y, EAGLE 2.0: N | Y = Yes  
N = No  
This field is not applicable for EAGLE 2.0. |
4. Click the Sample File link to download or display the LASampleStudentFile.csv file.

This file is only a sample of the type of file you will upload to DRC.

Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.

5. Use the LASampleStudentFile.csv file to create, rename, and save a student file to upload.

Note: Be sure to keep the header column rows in the file you upload.
6. After you have created a students file, click **Browse** to locate it, select the file, and click **Open** to display it in the File field of the Upload Multiple Students tab.

7. Click **Upload**. A message displays indicating the file has been transferred and is being checked for errors.

   After the file has been validated, you can review its status. If the file contains errors, you must correct them and repeat Steps 5 and 6.
**Accessing EAGLE**

After you log on to eDIRECT you can access the EAGLE application from the main eDIRECT page.

1. Use a supported web browser to display the eDIRECT logon page at https://www.drcedirect.com/all/eca-portal-ui/welcome/LA. Enter your username and password and click Log In. Upon successful log on, the eDIRECT main page displays.

2. On the main page, click All Applications to display the menu options for your user profile.

3. Click EAGLE to access the application.
EAGLE 2.0 Home Page

When you access the EAGLE 2.0 system, the home page displays with icons along the top of the page and in the drop-down menu on the left side of the page (the Open Menu button). Use the icons to access the various areas of the EAGLE 2.0 system: **Student Testing, Tests, Item Bank, Reports, and Help.**

- Click the **Student Testing** icon to search for, view, create, and edit student groups and test sessions (see “Student Testing Page” on page 32).
- Click the **Item Bank** icon to search for and view items and passages in the system (see “Item Bank Page” on page 96).
- Click the **EAGLE 2.0** logo to return to the home page from anywhere in the system.
- Click **Log Off** to exit the system.
- Click the **Tests** icon to display, create, edit and share tests (see “Tests Page” on page 69).
- Click the **Reports** icon to view reports (see “Report Categories and Descriptions” on page 109).
- Click the **Help** icon to display the Help page and Customer Service contact information (see “Help Page” on page 28).
- From any page in the system you can click **Open Menu** to display a navigation menu of the EAGLE 2.0 icons—**Student Testing, Tests, Item Bank, Reports, and Help**. Click an icon to display that area of the system, or click **Close Menu** to close the menu.
**Announcements**

Only state-level users can create announcements to display on the EAGLE 2.0 home page; however, all users can view them. These announcements discuss important system or testing issues and have a specific date range. All EAGLE 2.0 users—state, district, and teacher—can view announcements.
**Switching Profiles**

Users with multiple profiles can use the Switch Profile link to change their profile during a session without having to log on again. This link is available on every page in the system.

- If you have multiple profiles, your current role displays in parentheses () following your user profile name.

- Users with multiple profiles can click the **Switch Profile** link to change roles.

  The Switch Profile dialog box displays, listing all of the profiles to which the user is assigned. The user can select a different profile and click **Submit** to start using the profile.
Navigating Pages

The EAGLE 2.0 system contains five main section pages: Student Testing, Tests, Item Bank, Reports, and Help. When you have navigated to a page that is linked to a main section page, you can return to the main section page by clicking on the icon in the upper-left corner of the linked page. You also can use the web browser’s forward and back arrows to navigate between pages.

From a page that is linked to another page, you can click the Back to page name icon (Back to Test Sessions) in the upper-left corner to return to the previous page.
Help Page

The Help page displays the email address and phone number for DRC Louisiana Customer Service.

Click the email address link to load the Customer Service address into a new email.
**Standard System Tools and Icons**

The EAGLE 2.0 system contains many helpful tools you can use to perform test tasks. The following table describes these tools and their links or icons.

**Note:** In the EAGLE 2.0 system, hover your mouse over a tool icon to display a description of the tool’s function.

<table>
<thead>
<tr>
<th>Link/Icon</th>
<th>Label</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF</td>
<td>PDF</td>
<td>Displays an item, test, or report as a PDF document.</td>
</tr>
<tr>
<td>XLS</td>
<td>XLS</td>
<td>Displays an item, test, or report in a Microsoft Excel spreadsheet in .xlsx format.</td>
</tr>
<tr>
<td>CSV</td>
<td>CSV</td>
<td>Displays an item, test, or report in a Microsoft Excel spreadsheet in .csv format.</td>
</tr>
<tr>
<td><img src="image1.png" alt="Image" /></td>
<td>Student Report</td>
<td>Displays a student test report for the student who completed the test.</td>
</tr>
<tr>
<td><img src="image2.png" alt="Image" /></td>
<td>Delete</td>
<td>Removes an item from a test; a shared test from a user; or a test, student group, or test session from the system.</td>
</tr>
<tr>
<td><img src="image3.png" alt="Image" /></td>
<td>Inactive Student</td>
<td>Indicates that a student, or student group, is inactive.</td>
</tr>
<tr>
<td><img src="image4.png" alt="Image" /></td>
<td>Preview</td>
<td>Allows you to preview an item, passage, or test.</td>
</tr>
<tr>
<td><img src="image5.png" alt="Image" /></td>
<td>Select</td>
<td>Allows you to select items and passages for a test; students for a student group; and tests and student groups for a test session.</td>
</tr>
<tr>
<td><img src="image6.png" alt="Image" /></td>
<td>Passages</td>
<td>Identifies a test passage and allows you to display passage details (in the Item Bank) or expand or contract the passage and passage items.</td>
</tr>
<tr>
<td><img src="image7.png" alt="Image" /></td>
<td>Right Arrow</td>
<td>Allows you expand a student group in a test session.</td>
</tr>
<tr>
<td><img src="image8.png" alt="Image" /></td>
<td>Remove</td>
<td>Allows you to remove an item or passage from a test, or a student from a student group.</td>
</tr>
<tr>
<td><img src="image9.png" alt="Image" /></td>
<td>Shared with Others</td>
<td>Indicates that a test is shared with other users.</td>
</tr>
<tr>
<td><img src="image10.png" alt="Image" /></td>
<td>Shared with Me</td>
<td>Indicates that another user is sharing a test with you.</td>
</tr>
<tr>
<td><img src="image11.png" alt="Image" /></td>
<td>Add Comment</td>
<td>Allows you to add a comment to a test item or passage. Comments are version-specific and hide automatically when a new version of the item or passage is created.</td>
</tr>
<tr>
<td><img src="image12.png" alt="Image" /></td>
<td>Delete Comment</td>
<td>Allows you to delete a comment from a test item or passage. You only can delete comments that you created.</td>
</tr>
<tr>
<td><img src="image13.png" alt="Image" /></td>
<td>Edit Comment</td>
<td>Allows you to edit a comment on a test item or passage. You only can edit comments that you created.</td>
</tr>
</tbody>
</table>
Searching for and Displaying Data

Throughout the EAGLE 2.0 system you can search for data such as tests, test items, students, classes, administrations, reports, and more. In addition, you can sort the results in ascending or descending order.

To refine your search results, use the category filters in the drop-down menus, such as Subject and Grade. Click Search to search or Reset to remove your filter selections.

To sort the data listed in a column in ascending or descending order by category, click the column identifier, such as Grade or Subject.

On some pages you can click Show Advanced Filter to filter items based on advanced options such as frameworks, grades, standards, benchmarks, indicators, and alignments. Click Hide Advanced Filter to display the standard filter options only.

To display a different page in a grouping of pages, click the page number you want to display. Click the greater-than symbol (>) to display the next page or the less-than symbol (<) to display the previous page.

If there are five or more pages in the grouping, you also can specify a page number in the Go to page field and click Go to display the specific page.
Searching for and Displaying Data (contd.)

The EAGLE 2.0 system allows you to search for and display all item types or only items of one type. In addition, you can display only the primary alignment or all alignments.

Select **All Item Types** from the dropdown menu to display all item types.

Select a particular item type, for example Multiple Choice, to display only that item type.

Click **Search** to search after you have chosen the filter selections.

Alignments display on the Test and Item detail screens, among others.

Select **Show Primary Alignment** to display only the primary alignment.

Select **Show All Alignments** to display the primary alignment and all other available alignments.
Student Testing
This chapter of the user guide describes the Student Testing portion of the EAGLE 2.0 learning system.

You can use Student Testing to do the following:

- Search for, view, edit, create, and delete student groups
- Search for, view, edit, create, and delete test sessions*
  *You can only work with the test sessions and student groups that you created.
- Generate tickets and rosters for test sessions**
  **When you generate tickets, a internal student roster is created, but paper tickets are not generated. Students use the same log on information for all of the tests in the test administration (see “Generating Test Session Tickets” on page 43).
- View test session reports

Throughout this user guide, district, school, and student information is displayed in screenshots. Although the names of the schools and the districts are often real, the student names and data are always fictitious—no actual student names, data, or other information are used or displayed.
**Student Testing Page**

From the Student Testing page you can search for, view, edit, create, and delete student groups and test sessions.

**Note:** You should create tests and student groups before you create test sessions. Part of the process of creating test sessions is assigning tests and student groups to the test session.

Use the category filters to search for test sessions and use the column headings to sort the results (see “Searching for and Displaying Data” on page 29).

Click the **Actions** menu to create a new student group (see “Creating Student Groups” on page 52) or test session (see “Creating Test Sessions” on page 35).

Click a test session to view, copy, edit, or delete the session or to display session reports (see “Working with Test Sessions-Copying Sessions” on page 41 and “Test Session Detailed Reporting” on page 116).

Click the **Delete** icon ( ✗ ) to delete a test session. A dialog box displays to confirm that you want to delete the session (see “Deleting Test Sessions” on page 42).

**Note:** You can only delete sessions that you created, and you cannot delete sessions after they have started.
Creating Test Sessions

You create a test session by specifying a name for the test session, a date range, a test, and the student groups that will be part of the test session.

Note: You should create tests and student groups before you create test sessions. Part of the process of creating test sessions is assigning tests and student groups to the test session.


2. Select a district and school from the drop-down menus, enter a name for the session, and select a Begin Date and an End Date from the drop-down calendars.

   Note: These dates define the span of the test session; the students must test between the dates.

   Click Save to save your changes or Cancel to cancel the process.
Creating Test Sessions (cont.)

3. The Test Session page displays a list of the tests that are currently in the system. Highlight a test to select it for the session. A check mark displays next to the test.

4. Click the Preview icon (🔍) to preview the test before you select it.

5. The Preview Test page displays. You can scroll through the test. Click Close when you are finished.

6. Click Next to continue.
Creating Test Sessions (cont.)

7. The Test Session page displays a list of the student groups in the system. Highlight one or more student groups to include them in the test session. A check mark displays next to each student group you have selected.

8. Click **Done** when you are finished.
9. The Test Session page displays the details of your new test session. You can click open the right arrow icon (►) to display a list of the students in each student group.

10. Click the Actions drop-down menu from the Test Session page to copy the test session (you can only copy test sessions containing active students or student groups), delete the test session, generate tickets for the test session, edit the details of the test session, or change the student groups that are part of the session.

Note: After you generate tickets for a test session, the Generate Tickets option is replaced by the Print Tickets option (see below). If you add students to the test session and the new students need to have tickets, both options—Generate Tickets and Print Tickets—are available for the session.
The test session functions that a user can perform vary depending on the status of the session. The following table indicates the different functions available with each status.

<table>
<thead>
<tr>
<th>Test Session Status</th>
<th>Edit Test Session Properties?</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started (see Untested)</td>
<td>Yes, user can edit the following test session properties:</td>
<td>User can delete the test session. The system displays a confirmation message.</td>
</tr>
<tr>
<td></td>
<td>• Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Begin Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• End Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Add Student Groups</td>
<td></td>
</tr>
<tr>
<td>In Progress (see Incomplete)</td>
<td>Yes, user can edit the following test session properties:</td>
<td>User cannot delete the test session.</td>
</tr>
<tr>
<td></td>
<td>• End Date (cannot be in the past)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Add Student Groups</td>
<td></td>
</tr>
<tr>
<td>Complete</td>
<td>Yes, user can edit the following test session properties:</td>
<td>User cannot delete the test session.</td>
</tr>
<tr>
<td></td>
<td>• End Date (cannot be in the past)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Add Student Groups</td>
<td></td>
</tr>
<tr>
<td>Incomplete</td>
<td>No</td>
<td>The status changes from In Progress to Incomplete when a test session is closed and the end date occurs.</td>
</tr>
</tbody>
</table>
### Test Session Statuses (cont.)

<table>
<thead>
<tr>
<th>Test Session Status</th>
<th>Edit Test Session Properties?</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Untested</td>
<td>No</td>
<td>The status changes from Not Started to Untested when the test session is closed and the end date occurs.</td>
</tr>
</tbody>
</table>

- If a ticket has a Completed status and the session is open, the system lets the user unlock the ticket.

**Note:** If the ticket is unlocked, the results remain with the ticket and the test is re-opened for the student to continue testing.

- If a ticket has an In Progress or Completed status and the test session is open or closed, the system lets the user regenerate the ticket.

**Note:** When a ticket is regenerated, all results are removed for the student (including reporting) and the ticket is reset to Not Tested.
**Copying Test Sessions**

From the Test Session page you can copy a test session to use as a template to create another test session.

**Note:** Any inactive students or student groups will not be part of the copy operation.

1. Click **Copy Test Session** from the **Actions** menu to make a copy of the test session that you can use as a template for another test session.

2. The Copy Test Session dialog box displays. Enter the name of the test session, specify a begin date and an end date, and click **Save** to save your changes or **Cancel** to cancel them.

3. The Test Session page displays the new test session.
Deleting Test Sessions

From the Test Session page you can delete the test session.

1. Click **Delete Test Session** to delete the test session.

2. The Delete Test Session dialog box displays to confirm the deletion. Click **Delete** to delete the test session or **Cancel** to cancel the process.
Generating Test Session Tickets

From the Test Session page you can create log-on information for the students to use for the test session.

1. Click **Generate Tickets** from the Actions menu to generate user name and password log on information for the students in the test session. Each student uses this log-on information to take all of the tests for the test administration. The status of the test session changes to Open.

   **Note:** No physical paper tickets are generated. After you generate tickets for a test session, the Generate Tickets option is replaced by the Print Tickets option.

2. To display the user name and password log-on information for the students in the group, click the Student Group column head to display the Student Group page. You can use the Actions menu options to save this information as a .csv, .pdf, or .xlsx file.
Printing Test Session Tickets

From the Test Session page, after you have generated tickets for the test session, you can create a PDF version of your test session ticket information.

1. Click Print Tickets from the Actions menu to create a PDF version of the test session with tickets.

2. You can save, print, or email the PDF file.

   The first page of the PDF-file version of the test session ticket information contains a roster of the test session which includes the district name, school name, and test session ID and name, as well as the last name, first name, NSSRS ID number, user name, and password for each student in the session. The rest of the PDF file contains the tickets for each student in the test session.
Editing Test Session Details and Student Groups

From the Test Session page you can edit the details of the test session and change the student groups that are part of the session.

After a test session has started, select a report type to see more detailed information about the test session (see “Test Session Detailed Reporting” on page 111).
**Selecting Students**

From the Test Session page you can select students from a student group to include in a test session when you create a test session or when you edit an existing test session.

**Note:** If you add students to a student group after a test session is created, you must select the students to add them to the existing test session (see step 2).

1. To add students to or remove them from a test session, select **Edit Students** from the Actions menu of the Test Session page.

   **Note:** You cannot select students within a student group after you have generated tickets for the student group.
Selecting Students (cont.)

2. From the Students tab, open the student group, select the students you want by checking or unchecking the boxes, and click **Done**.

   **Note:** If you added new students to a student group, you would select them here to add them to the test session.

3. The Test Session page redisplay with the students you selected in the student group for that test session.
Unlocking Test Sessions

When a student finishes a test, he or she is assigned a status of Completed for the test session and is locked out of the session. You can unlock a test session for a student to allow the student to retake all or part of a test that he or she has completed.

1. Select a student with a test session status of Complete and click unlock to unlock the test session.

2. The Confirm Unlock dialog box displays. Select Unlock to unlock the test session or Cancel to cancel the process.

3. If you unlock a test session, the Test Session page redispers with the student’s status changed from Completed to In Progress.
**Regenerating Test Sessions**

You can regenerate a test session for a student who is taking a test (In Progress) or has completed a test (Completed).

**Warning:** When you regenerate a test session, the student must start over and retake the entire test.

1. Select a student with a test session status of In Progress or Completed, and click **regenerate** to regenerate the test session.

2. The Confirm Regenerate dialog box displays. Select **Regenerate** to regenerate the session or **Cancel** to cancel the process.

3. If you regenerate a test session, the Test Session page redisplay with the student’s status changed from In Progress or Completed to Not Started.
Displaying Test Sessions by User

You can display all the test sessions associated with a user.

1. Select the Test Sessions By User tab to display a dialog box you can use to search for users. If you know the name of the user, you can enter it in the User Name field. Otherwise, use the drop-down menus and/or the First Name and Last Name fields to filter your search, and click Search.

2. A list of users that meet your search criteria displays. Select a user (which highlights the user’s name) and double-click.
3. A list of all the test sessions associated with the user displays. You can click on a test session link or name to display the test session. If there are multiple pages of test sessions, you can select a different page to display.
Creating Student Groups

You create a student group by specifying a name for the student group, a description of the student group, the grade of the students in the group, and the names of the students who will be in the student group.

**Note:** You should upload students into eDIRECT before putting them into groups in EAGLE 2.0.

1. Click **New Student Group** from the Actions menu on the Student Testing page. The New Student Group dialog box displays.

2. Enter a name for and description of the student group, and select a district, school, and grade from the drop-down menus. Click **Save** to save your changes or **Cancel** to cancel the process.
Creating Student Groups (cont.)

3. The Student Group page displays. Click the **Add Students** tab to add students to the student group.

4. Highlight each student you want to include in the student group. A check mark displays next to each student you selected.

5. Click **Done** when you are finished.
6. The Student Group page displays the details of your new student group. Click the **Actions** drop-down menu to copy the student group, delete the student group, inactivate the student group, edit the details about the student group, change the students who are part of the student group, or create a file for the student group (see “Working with Student Groups” on page 61).
Importing Student Groups

You import an existing student group by creating a .xlsx file (Microsoft Excel file) that contains the details of the student group formatted in a specific order (see “Sample Student Group Import File Format” on page 57). This group is automatically assigned to your User ID (to learn about assigning student groups to other users, see “Importing Student Groups by User” on page 58).

1. To import a student group, select **Import Student Group** from the Actions menu.

2. The Import Student Group dialog box displays. Select the correct district and school from the drop-down menus, and enter a file name or click **Choose File** to select a student group file (Microsoft Excel file) to import.

3. When your system directory structure displays, locate and highlight the student group file you want to import. Click **Open** to open the file or **Cancel** to cancel the process.
4. The Import Student Group dialog box redisplay with your student group file selected. Click Import to import the student group or Cancel to cancel the process.

5. The Import Results page displays the results of the import operation. Click Import Another Student Group to import another student group.

The Import Results page displays the results of the import operation.

- If the entire student group was imported successfully, the Status column indicates Success.
- If one or more students, but not all students, were imported successfully, the Status column indicates Success and the Message column lists the student ID numbers that did not import.
- If the student group did not import successfully, the Status column indicates Failed and the Message column lists the reason(s) for the failure.
Sample Student Group Import File Format

To import one or more student groups into the EAGLE 2.0 system, you must create a Microsoft Excel file (.xlsx) using the sample file format shown below.

- The first column contains the name of the student group.
- The second column contains a description of the student group.
- The third column contains the grade (K–12) of the student group.
- The fourth column contains the valid student ID number for each student in the student group.

After student groups are successfully imported, they are listed on the Student Groups tab on the Student Testing page.
Importing Student Groups by User

You also can import a student group by user, which allows you to assign users to one or more student groups. The process is similar to importing student groups, with the difference that you specify the email of the user in the email field of the .xlsx file (Microsoft Excel file) that contains the details of the student groups formatted in a specific order (see “Sample Student Group Import by User File Format” on page 60).

1. To import a student group by user, select Import Group by User from the Actions menu.

2. The Import Student Group By User dialog box displays. Select the correct district and school from the drop-down menus, and enter a file name or click Choose File to select a student group file to import.

3. When your system directory structure displays, locate and highlight the student group file to import. Click Open to open the file or Cancel to cancel the process.
4. The Import Student Group By User dialog box redisplay
with your student group file selected. Click Import to import the group or Cancel to cancel the process.

The Import Results page displays the results of the import operation.

- If the entire student group was imported successfully, the Status column indicates Success.
- If one or more students, but not all students, were imported successfully, the Status column indicates Success and the Message column lists the student ID numbers that did not import.
- If the student group did not import successfully, the Status column indicates Failed and the Message column lists the reason(s) for the failure.

5. The Import Results page displays the results of the import operation. Click Import Another Student Group by User to import another student group.
Sample Student Group Import by User File Format

To import one or more student groups into the EAGLE 2.0 system and assign them to users, you must create a Microsoft Excel file (.xlsx) using the sample file format shown below.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>Name</td>
<td>Description</td>
<td>Grade</td>
<td>StudentID</td>
</tr>
<tr>
<td><a href="mailto:rb@drc-mn.com">rb@drc-mn.com</a></td>
<td>RB St GP 2</td>
<td>Test Import St Gp with Email</td>
<td>3</td>
<td>834045371 975407465</td>
</tr>
</tbody>
</table>
Working with Student Groups

From the Student Group page you can work with the student groups you created. You can copy a student group to make a template for another group, delete a student group, edit the details of a student group, change the students who are part of the student group, or output the contents of the student group in a .csv, .pdf, or .xlsx file.
**Copying Student Groups**

From the Student Group page you can copy a student group to use as a template to create another student group.

**Note:** Any students within the student group that have a status of Inactive will not be copied to the new student group.

1. From the Actions menu, click **Copy Student Group** to copy the student group.

2. The Copy Student Group dialog box displays. Enter the name of the student group and click **Save** to save your changes or **Cancel** to cancel them.

3. The Student Group page displays the new student group.
Deleting Student Groups

From the Student Group page you can delete a student group that you created if it has not been used for testing.

1. From the Actions menu, click **Delete Student Group** to delete the group. The Delete Student Group dialog box displays to confirm the deletion.

   **Note:** This option is only available if you created the student group. In addition, you cannot delete a student group after it has been used for testing.

2. Click **Delete** to delete the student group or **Cancel** to cancel the process.
Inactivating and Activating Student Groups

You can inactivate or activate a student group. When a student group is inactive, you cannot select it for test session creation or editing.

1. From the Actions menu, click **Inactivate Student Group** to inactivate the student group.

2. The Inactivate Student Group dialog box displays. Click **Inactivate** to make the group inactivate or **Cancel** to cancel the process.

3. The Student Group page displays with the student group’s status changed to Inactive. Select **Activate Student Group** from the Actions menu to activate the student group.
Editing Student Groups

You can edit the details of a student group, add students to or remove them from the student group, and make students active or inactive.

Click **Edit Details** to change the name, description, or grade of the student group.

Click **Edit Students** to add or remove students, or to make students inactive or active.

Check the **Active** box to make a student active or uncheck it to make a student inactive.

**Note**: You cannot inactivate a student until the student group to which the student belongs is associated with a test session. An inactive student is still part of the student group, but will not be included in new test sessions.

Click the **Add Students...** tab to add students to the student group. You can only add students to a student group that you created.

Click the **Remove** icon ( ) to remove the student from the student group.

**Note**: You can remove students from the student group until the student group is associated with a test session. The student is removed immediately—there is no confirmation dialog box.
Creating Student Group Files

Click **PDF** to display the student group in a PDF file that you can print, edit, or email.

Click **CSV** to display the student group in a comma separated value file that you can import into any spreadsheet application.

Click **XLS** to display the student group in a Microsoft Excel spreadsheet file.
Tests
This chapter of the user guide describes the Tests section of the EAGLE 2.0 system.

You can use the Tests section of the system to do the following:

- Activate and inactivate tests*
- Search for and view tests, test items, and test passages
- Create, copy, delete, edit, and share tests**
- Edit test details and instructions
- Produce a PDF of the test with or without the answer key
- Preview items, passages, and tests**

* You can only activate or inactivate tests that you created.

** You can only work with tests that you created (or that were shared with you).

Throughout this user guide, district, school, and student information is displayed in screenshots. Although the names of the schools and the districts are often real, the student names and data are always fictitious—no actual student names, data, or other information are used or displayed.
**Tests Page**

From the Tests page you can search for, copy, display, create, edit, and share tests. You also can edit test details, test instructions, and test items; preview tests; and create PDF versions of tests, with or without an answer key.

Use the category filters to search for tests and the column headings to sort the results (see “Searching for and Displaying Data” on page 30).

Click the Actions drop-down menu and select **New Test** to create a test (see “Creating Tests” on page 70).

Click a test to view, copy, share, and edit the test (see “Working with Tests” on page 74).

Click the **Preview** icon (🔍) to preview a test (see “Displaying Tests” on page 92).

Click the **Delete** icon (❌) to delete a test. A confirmation dialog box displays to confirm that you want to perform the deletion (see “Working with Tests” on page 74).

**Note:** You cannot delete a test after it has been used for testing or is shared.
Creating Tests

When you click New Test from the Tests page, the New Test dialog box displays. You can use this dialog box to specify the details of your test. To create a test, you must specify the test details and add any test items and passages.

1. Enter a name (maximum of 35 characters) and a description, and select a subject and grade from the drop-down menus.

2. Check the **Show Score Page** checkbox if you want the students to see their score when they finish the test. If you do not select this option, students will not see their results at the time they finish the test.

3. Select one or more reference documents to associate with your test (See “Test Reference Documents” on page 73 for a visual description of the reference documents).
   - To select multiple documents that are in sequence, hold down the **Shift** key while you select them.
   - To select multiple documents that are not in sequence, hold down the **Ctrl** (Windows) or **Cmd** (Mac) key while you select them.

4. Click **Save** when you are finished or **Cancel** to cancel the process.
5. The Test Items window displays. You can use this window to add items and passages to your test. Click the **Add Items...** tab to add items to the test.

6. Click each item you want to add to the test. A check mark displays next to each item you select (to deselect an item, click the item again).

   **Note:** ELA items are only associated with passages and do not display on the Add Items tab. The Item Bank displays both standalone and passage items. The Item List does not display passage items.

7. When you are finished adding items, if you are building an ELA test, click the **Add Passages...** tab and go to Step 6; otherwise, click **Done** and go to Step 8.

   **Note:** You may want to return to the Test Items tab to sort your items before you click Done.
8. Click each passage you want to add to the test. A check mark displays next to each passage you select (to deselect a passage, click the passage again).

9. When you are finished adding passages, click Done.

Note: When you add a passage to a test, all of the items associated with the passage are also added. You can view a list of the items for each passage and delete any items from the test that you do not want to include (see “Working with Items and Passages” on page 91).
10. The completed test displays in the Test page. You can view, work with, add, and delete the items and passages in the test (see “Working with Items and Passages” on page 91).

11. You can click on the Actions menu and select PDF to create a PDF version of the test (see “Displaying Tests” on page 92).
Working with Tests

From the Test page, you can make a copy of the test, make it inactive or active, share an existing test with other users, or delete a test. For any test that you created, you can edit the test details, such as its name, the test instructions, and the items. You also can create a PDF version of the test, with or without the answer key, and you can preview the test within the browser.

Note: To share tests with other users, you must have sharing permissions with them.

From the Actions menu, select Copy Test to make a copy of the test, Delete Test to delete the test, Inactivate Test to make the test inactive, or Share Test to share the test with others.

From the Actions menu, select PDF with Key to display a PDF file of the test with an answer key, PDF without Key to display a PDF file of the test with no answer key, or Preview Test to preview the test (see “Displaying Tests” on page 92).

Click a passage or an item to view the details.
Copying Tests

You can make a copy of a test to view, edit, delete, or use.

1. To copy a test, select Copy Test from the Actions menu on the Test page, name the copy of the test, and click Save. Or, click Cancel to cancel the process.

2. The Test page redisplayed with the copy of the test that you created. You can view, edit, delete, or use the new copy.
Deleting Tests

You can delete a test that has not been shared or used for testing. The Delete option does not display on the Action menu for tests that have been used or shared.

1. To delete a test, select Delete Test from the Actions menu on the Test page. The Delete Test dialog box displays.
   
   Note: You cannot delete a test that has been used for testing or shared.

2. Click Delete to delete the test or Cancel to cancel the process.
**Inactivating and Activating Tests**

You can activate and inactivate tests that you created. Inactive tests do not display in the list of active tests and are not available for test session creation.

1. To inactivate a test, select **Inactivate Test** from the Actions menu on the Test page. The Inactivate Test dialog box displays.
   
   **Note:** When applicable, the dialog indicates whether the test has been shared.

2. Click **Inactivate** to inactivate the test or **Cancel** to cancel the process.

3. The Test page displays with the test’s status changed to Inactive. Select **Activate Test** from the Actions menu to activate the test.
**Sharing Tests**

You can share a test with other system users and remove users from the list of those who share the test.

1. To share a test, select **Share Test** from the Actions menu on the Test page. When the Share Test dialog box displays, select the **Add Users...** tab and use the Role, District, and School drop-down menus and the First Name and Last Name fields to filter the search for users with whom to share the test.

2. Click **Search** to search or **Reset** to reset the filter options to their default settings.

3. The search returns a list of users that meet your criteria. Scroll through the list and select each user you want to share the test with. A check mark displays next to the name of each person you select. You also can click any selected users to unselect them.

   When you are finished, click **Save** to share the test or **Cancel** to cancel the process.

   **Note:** You can unshare a test that you have shared by repeating Steps 1–3 and deselecting users.

4. From the Selected Users tab you can display the users who share the test. Click the **Delete** icon (\[x\]) to remove a user from the list. Click **Save** to save your changes or **Cancel** to cancel them.
**Editing Test Details**

You can edit the details of a test that you created. To display test editing options, select the test from the Tests page and click the Actions drop-down menu.

1. To edit the test details—Name, Description, Subject, Grade, Show Score Page, and Reference Documents—select **Edit Details** from the Actions drop-down menu.

2. Update the information you need to change using the fields and drop-down menus. Click **Update** when you are finished to save your changes or **Cancel** to cancel the process.
**Editing Test Instructions**

You can edit the instructions for a test that you created. There are toolbar tools available to allow you to edit and format test-instruction text, work with tables or bulleted and numbered lists, add color and images, cut and paste text, and more.

1. To edit the test instructions, select **Edit Instructions** from the Actions drop-down menu.

2. The Edit Instructions page displays. You can edit the test instructions using the text formatting tools to format them (see “Text Formatting Tools” on page 82).
3. Click **Save** when you are finished to save your changes or **Cancel** to cancel the process.

You can change the size of the editing area by clicking and dragging the lower-right corner.
**Text Formatting Tools**

Use the toolbar tools (shown below) to format text in items, passages, sets, and test instructions.

The following table provides a description of each toolbar tool and how to use it.

<table>
<thead>
<tr>
<th>Tool Icon</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Bold]</td>
<td>Bold</td>
<td>Highlight text and click this icon to bold the text.</td>
</tr>
<tr>
<td>![Italic]</td>
<td>Italic</td>
<td>Highlight text and click this icon to italicize the text.</td>
</tr>
<tr>
<td>![Underline]</td>
<td>Underline</td>
<td>Highlight text and click this icon to underline the text.</td>
</tr>
<tr>
<td>![Strikethrough]</td>
<td>Strikethrough</td>
<td>Highlight text and click this icon to format the text as strikethrough.</td>
</tr>
<tr>
<td>![Subscript]</td>
<td>Subscript</td>
<td>Highlight text and click this icon to format the text as subscript.</td>
</tr>
<tr>
<td>![Superscript]</td>
<td>Superscript</td>
<td>Highlight text and click this icon to format the text as superscript.</td>
</tr>
<tr>
<td>![Remove Format]</td>
<td>Remove Format</td>
<td>Highlight any text you have formatted and click this icon to remove your formatting. This icon functions as a format eraser, or Undo button.</td>
</tr>
<tr>
<td>![Text Color]</td>
<td>Text Color</td>
<td>Highlight text and click this icon to display a color chart you can use to change the color of the text (see “Changing Text Color” on page 83).</td>
</tr>
<tr>
<td>![Insert/Remove Numbered List]</td>
<td>Insert/Remove Numbered List</td>
<td>Click this icon to start a numbered list. Highlight an existing numbered list and click this icon to remove the list (see “Working with Lists” on page 85).</td>
</tr>
<tr>
<td>![Insert/Remove Bulleted List]</td>
<td>Insert/Remove Bulleted List</td>
<td>Click this icon to start a bulleted list. Highlight an existing bulleted list and click this icon to remove the list (see “Working with Lists” on page 85).</td>
</tr>
<tr>
<td>![Table]</td>
<td>Table</td>
<td>Click this icon to display a dialog box you can use to create and insert a table at the cursor location (see “Working with Tables” on page 86).</td>
</tr>
<tr>
<td>![Insert Special Character]</td>
<td>Insert Special Character</td>
<td>Click this icon to insert special characters in your text (see “Inserting Special Characters” on page 89).</td>
</tr>
<tr>
<td>![Insert Image]</td>
<td>Insert Image</td>
<td>Click this icon to locate and insert images (see “Inserting Images” on page 90).</td>
</tr>
<tr>
<td>![Center]</td>
<td>Center</td>
<td>Highlight text, or an image, and click this icon to center the text or image.</td>
</tr>
</tbody>
</table>
Changing Text Color

You can change the color of some or all of a test’s instruction text.

1. To change the color of text, highlight the text and click the **Text Color** icon. You can select a color from the palette (or choose **Automatic** for the current default value).

2. You can select **More Colors** to display a color chart to create a specific color. The selected color displays in the Highlight box. Click **Clear** if you want to clear the selected color.

When you are finished, click **OK** to apply the color to your text.
Copying and Pasting Text

You can copy, cut, and paste text from outside sources, or within the editing area, by using the standard key sequences:

- Windows: Ctrl-C (copy) or Ctrl-X (cut) and Ctrl-V (paste)
- Mac (OS X): Cmd-C (copy) or Cmd-X (cut) and Cmd-V (paste)

Note: Based on your browser settings, when you attempt to paste data, a Paste window may display. If that happens, you must repeat the paste keystrokes (Ctrl-V or Cmd-V) into the Paste window and click OK.
Working with Lists

You can change all or part of a list from bulleted to numbered, or vice-versa.

1. To change a single item in a list, place your cursor on the item and click the Insert/Remove Numbered List or Insert/Remove Bulleted List icon.
2. The list item changes based on your selection.

1. To change all or part of a list from bulleted to numbered, or vice-versa, highlight the part of the list you want to change and click the Insert/Remove Numbered List or Insert/Remove Bulleted List icon.
2. The highlighted portion of the list changes based on your selection.
Working with Tables

You can create tables for your test instructions.

1. Click the Table icon from the toolbar to display the Table Properties page. Use this page to specify the following table attributes.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Use to specify the...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rows</td>
<td>number of rows</td>
</tr>
<tr>
<td>Columns</td>
<td>number of columns</td>
</tr>
<tr>
<td>Width</td>
<td>width of the table (defaults to 100%)</td>
</tr>
<tr>
<td>Height</td>
<td>height of the table</td>
</tr>
<tr>
<td>Headers</td>
<td>header types: first row, first column, both, or none</td>
</tr>
<tr>
<td>Border size</td>
<td>border around the table*</td>
</tr>
<tr>
<td>Cell spacing</td>
<td>space between cells*</td>
</tr>
<tr>
<td>Cell padding</td>
<td>distance between the cell contents and its boundaries*</td>
</tr>
<tr>
<td>Alignment</td>
<td>text alignment: left, center, right, or none (the default)</td>
</tr>
<tr>
<td>Caption</td>
<td>table caption (displays at the top of the table)</td>
</tr>
<tr>
<td>Summary</td>
<td>summary of the contents of the table (does not display)</td>
</tr>
</tbody>
</table>

*The default unit of measurement for these fields is pixels. For information about other options, see “Table Measurement Options” on page 88.
2. Click OK to display your table.

3. To edit your table, right-click within the cell, row, or column where you want to make changes and select your editing options from the drop-down menu that displays (see “Table Editing Options” on page 88).
Table Measurement Options
When you specify table measurements, the numbers you enter default to pixels. To specify other units of measurement, enter the unit abbreviation following the number with no spaces between. For example, to specify a table with a height of 5 inches, enter 5\text{in} into the Height field. The following table describes the various units you can specify.

<table>
<thead>
<tr>
<th>Unit Abbreviation</th>
<th>Specifies</th>
</tr>
</thead>
<tbody>
<tr>
<td>em</td>
<td>The current font size (1em, 2em, and so forth)</td>
</tr>
<tr>
<td>ex</td>
<td>The current font height (1ex, 2ex, and so forth)</td>
</tr>
<tr>
<td>px</td>
<td>Pixels</td>
</tr>
<tr>
<td>pt</td>
<td>Points</td>
</tr>
<tr>
<td>pc</td>
<td>Picas</td>
</tr>
<tr>
<td>%</td>
<td>Percentage of the table area (10%, 20%, and so forth)*</td>
</tr>
<tr>
<td>in</td>
<td>Inches</td>
</tr>
<tr>
<td>cm</td>
<td>Centimeters</td>
</tr>
<tr>
<td>mm</td>
<td>Millimeters</td>
</tr>
</tbody>
</table>

*Setting a table’s height and width to a percentage helps make the table display consistently across all types of test items.

Table Editing Options
After you have created a table, you can edit it by right-clicking to display a menu of options. The following table describes these editing options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Allows you to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paste</td>
<td>Copy and paste text into your table.</td>
</tr>
</tbody>
</table>
| Cell           | Work with table cells. You can insert and delete cells, merge and split cells, and edit the cell’s properties:  
|                | • Cell type: data or header  
|                | • Width and height  
|                | • Word wrap  
|                | • Cell color and border color  
|                | • Row and column span  
|                | • Alignment                                                              |
| Row            | Insert and delete rows.                                                         |
| Column         | Insert and delete columns.                                                      |
| Delete Table   | Delete the table.  
|                | \textbf{Note:} The deletion is immediate—there is no confirmation dialog box. |
| Table Properties | Edit the table’s properties, such as the width and height, cell spacing, and border size.* |
|                | \textbf{Note:} You cannot use this option to change the number of rows or columns. |

*To construct passages that use numbered lines or paragraphs, or images in a table, set the border size to 0 (zero) for an even, consistent display.
Inserting Special Characters

You can insert special characters in your text.

1. To insert a special character, click the **Insert Special Character** icon. The **Select Special Character** window displays.

2. Click on a character to insert it. The test instructions redisplay with the character inserted at the cursor location.

Click the **Close** button to close the window.

Click and drag the **Resize** arrow to adjust the display size.

Click **Cancel** to exit without inserting a character.
Inserting Images

You can insert images in your text.

1. To insert an image, click the Insert Image icon ( ). The Select an Image window displays.

   You can filter the display by subject and search for images by keyword. Clicking Reset resets the search to its original setting.

2. Select an image by clicking on it (a check mark displays next to the image), and click OK to insert it. The test instructions redisplay with your image inserted.
**Working with Items and Passages**

You can edit the order of items and passages within a test, add items and passages to a test, or delete items or passages from a test. To work with items and passages, select Edit Items from the Actions menu.

To change the order of the items or passages in the test, you have three options:

- Enter new numbers in the order fields and click **Reorder** to apply your new numbering.
- Click **Shuffle** to order the items randomly.

To add one or more items, click the **Add Items...** tab. When the Test Items page displays, select each item you want to add and click **Done** (see “Creating Tests” on page 70).

To add one or more passages, click the **Add Passages...** tab. When the Test Passages page displays, select each passage you want to add and click **Done** (see “Creating Tests” on page 70).

To delete an item or passage, select the item or passage and click the **Remove Item/Passage** icon ( ).

To remove an item from a passage, uncheck the item’s checkbox.

**Note:** When you add a passage to a test, all of the items associated with the passage are also added to the test. You can use this method to select each passage from the test and decide which items to keep or remove.

To preview an item or passage, select the item or passage and click the **Preview Item** icon ( ).

Click **Done** when you are finished.
## Displaying Tests

You can display tests as PDF files, with or without their answer key, and you can preview tests online.

To create a PDF version of the test, select **PDF with Key** (if you want the answers displayed) or **PDF without Key** from the Actions menu on the Test page.

The PDF displays at the bottom of the browser window. You can view, print, and email the PDF versions of tests.

### PDF File of Test with Answer Key
Displaying Tests (cont.)

1. There are two ways to preview tests. From the list of tests on the Tests page, highlight a test and click the Preview icon (🔍). Or, if you’ve already selected a test, from the Test page select Preview Test from the Actions menu.

2. The Preview Test page displays. Use the scroll bars to scroll through the test.

3. Click Close when you are finished.
This chapter of the user guide describes the EAGLE 2.0 system’s Item Bank. You can use the Item Bank to do the following tasks:

- Use filter options, including the advanced filter options of frameworks, grades, standards, benchmarks, and indicators, to search for and view items and passages.
- Add a comment to an item or passage.

EAGLE 2.0 • Preview items or passages in DRC INSIGHT using a chrome browser

- Click on an image link in the Image Associations section of the Item page or Passage page to display details about the image
- Embed graphical images, in .gif, .png, or .svg format, in a passage
- Display, edit, and import images

Important: Displayed Data

Throughout this user guide, district, school, and student information is displayed in screenshots. Although the names of the schools and the districts are often real, the student names and data are always fictitious—no actual student names, data, or other information are used or displayed.
Item Bank Page

From the Item Bank page, can search for, preview, and display test items and passages.

Click an item’s category filters and click **Search** to view items and passages in the Item Bank (see “Filtering, Searching For, and Viewing Items, Passages, and Images” on page 97).

From the Actions menu you can import items, images, and passages (see “Importing Items, Images, and Passages” on page 119).
Filtering, Searching for, and Viewing Items, Passages, and Images

From the Item Bank you can search for, preview, and display items, passages, and images.

Use the **Items**, **Passages**, and **Images** tabs to search by object type.

Select a criteria from the Filter By drop-down menus, Grades and Subject, or enter a keyword in the Text field, and click **Search** to refine your search. Click **Reset** to return the display to the default setting.

The icon next to the identifier column indicates the status of the item or passage.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>?</td>
<td>Pending</td>
</tr>
<tr>
<td>⌁</td>
<td>Publishing</td>
</tr>
<tr>
<td>✓</td>
<td>Approved</td>
</tr>
</tbody>
</table>
EAGLE 2.0 offers standard filters—grade and subject—as well as advanced filters. The advanced filter options—frameworks, grades, standards, benchmarks, indicators, and statuses—use each part of the alignment and are not dependent on the standard grade and subject filters.

You can use the standard filters—grade, subject, and item status—to refine your search.

Click **Show Advanced Filter** to filter items using the frameworks, grades, standards, benchmarks, and indicators options. Click **Hide Advanced Filter** to display only the standard filter options.

Results filtered by grade.

Results filtered by item type.
Filtering, Searching for, and Viewing Items, Passages, and Images (cont.)

On the Item page, you can view the item details, including alignments, associations, and layout, as well as the question and responses with the correct answer highlighted.

Hover your mouse over an item ID number in the **Identifier** column and click to display the Item page with the item’s details.

Click on the category headings, such as **Grade** and **Subject**, to display items in ascending or descending order.

Click the **Preview** icon ( ) that displays next to the **Identifier** column to display a read-only view of the item.

Hover your mouse over an item and click the **Preview** icon ( ) that displays next to the **Identifier** column to display a read-only view of the item.

Click **Hide distractors...** and **Show distractors...** to hide and show the answers on the page.
From the Actions drop-down menu, click **Preview In Test Engine** to view the item as it will display in the test engine (see “Previewing Items and Passages in INSIGHT” on page 108).

From the Actions menu, click **PDF** to view the item as a PDF file (see “Displaying Items and Passages as PDF Files” on page 110).

If no tests are associated with the item, the page displays the message **No associations**.

If a test is associated with the item, you can click the link within the Test Associations section to display the Test page for the test associated with the item.

If no images are associated with the item, the page displays the message **No associations**.

If an image is associated with the item, you can click the link within the Image Associations section to display the image associated with the item.

If the item has an associated passage, you can click the link to the passage to display the Passage page for the passage associated with the item.
Filtering, Searching for, and Viewing Items, Passages, and Images (cont.)

You can use the Image Associations section of the Item page to display details about the images associated with the item.

Click an image link in the Image Associations section of the Item page to display details about an associated image.
Filtering, Searching for, and Viewing Items, Passages, and Images (cont.)

On the Item page you can add, edit, delete, hide or show comments about the item.

In EAGLE 2.0, state-level users can add, delete, edit, hide, and show comments.

- You add a comment to an item by clicking the Add Comment icon ( ). A dialog box displays that you can use to enter your comment.

- After you have created a comment, you can use the Edit Comment icon ( ) to edit it, or the Delete icon ( ) to delete it. A dialog box displays to confirm that you want to delete the comment.

- You can hide or show existing comments.

  To hide a visible comment, click the Hide icon ( ). A dialog box displays to confirm that you want to hide the comment. Item comments are version-specific and hide automatically when a new version of the item is created.

  To display a hidden comment, click the Show icon ( ). A dialog box displays to confirm that you want to display the comment.
Filtering, Searching for, and Viewing Items, Passages, and Images (cont.)

From the Images tab you can click the file name link to display an image and information about it.

When you click an image link, the image and information about the image—such as its dimensions—displays in the Image page.

If a passage or item is associated with the image, you can click its link in the Associations list to display the item or passage.
**Previewing Items and Passages in INSIGHT**

You can preview both items and passages in the DRC INSIGHT test engine using a Chrome browser.

**Note:** If you attempt to preview an item or passage using a different type of browser, the following message displays:

1. To preview a passage in INSIGHT, click **Preview In Test Engine** from the Passage page (to preview an item, click **Preview In Test Engine** from the Item page).

2. The **Preview In Test Engine** dialog box displays. Click **Preview** to preview the item or passage or **Close** to close the dialog box.
3. The passage or item displays in a new browser tab as it will appear in a test. You can use the test buttons to navigate as you preview the passage or item.

4. To end the preview, close the WBTE Preview browser tab. When the Preview In Test Engine dialog box redisplays, click **Close** to end the preview or **Preview** to resume it.

**Note:** Do not click **End Test** to end the preview.
Displaying Items and Passages as PDF Files

You can preview your items or passages as PDF files that you can save, print, or email.

1. To create a PDF version of an item or passage, select PDF from the Actions menu of the Item or Passage page.

2. Depending on your browser, a dialog box displays that you can use to open or save the PDF file. Make your selection and click OK or click Cancel to cancel the process.

3. If you selected Open with, the item or passage displays as a PDF file that you can view, print, save, and email.

Passage PDF File
Reports
Reports

Introduction

This chapter of the user guide describes the reports component of the EAGLE 2.0 system. You can use the system’s various report pages to create and work with the EAGLE 2.0 reports for sessions and students.

Note: You can only see reports for data that you can access, such as sessions, groups, or tests you created, or student data that you have permission to see.

You can do the following tasks:

• Search for reports
• Display reports and interpret test results in reports
• Export reports to a Microsoft Excel file for editing, printing, or distribution

Important: Displayed Data

Throughout this user guide, district, school, and student information is displayed in screenshots. Although the names of the schools or districts are often real, the student names and data are always fictitious—no actual student names, data, or other information are used or displayed.
**Report Categories and Descriptions**

The following table lists the report categories and describes their reports:

<table>
<thead>
<tr>
<th>Category</th>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Performance</td>
<td>District Performance</td>
<td>Compares each school’s average scores for the test to the district average.</td>
</tr>
<tr>
<td>Details By Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Performance</td>
<td>School Performance</td>
<td>Compares each test session’s average score to the school and district averages.</td>
</tr>
<tr>
<td>Details By Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Session</td>
<td>Alignment Performance</td>
<td>Indicates how well each test session aligned to the school and district averages.</td>
</tr>
<tr>
<td>Detailed Reporting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Session</td>
<td>Item Performance</td>
<td>Indicates, by percentage of test takers, the difficulty of an item, from hardest to easiest.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Score Distribution</td>
<td>Indicates the current high, average, and low scores, and the number of students who have completed the test.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student</td>
<td>Indicates how the selected student performed on each item in the test, and compares the student’s overall results to the school and district averages.</td>
</tr>
<tr>
<td></td>
<td>Test Session by User</td>
<td>Provides details for all tests sessions for a specified user within the selected parameters.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Creation Statistics</td>
<td>Test Creation Statistics</td>
<td>Provides details for all tests created within the selected parameters of date range, district, school, subject, and grade.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Session Usage</td>
<td>Test Session Usage</td>
<td>Provides details for all test sessions created within the selected parameters of date range, district, school, subject, and grade, and includes both started and completed tickets.</td>
</tr>
<tr>
<td>Statistics</td>
<td>Statistics</td>
<td></td>
</tr>
<tr>
<td>Item Details</td>
<td>Item Details</td>
<td>Provides details for all items within the selected parameters of date range, district, school, subject, and grade. The date range is used to collect completed test statistics specific to each item.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Testing Details</td>
<td>Provides details about student testing results within the specified parameters. The date range is used to collect completed test statistics specific to the student.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment</td>
<td>Comment</td>
<td>Provides details about all comments created within the specified date range.</td>
</tr>
</tbody>
</table>
Standard Report Features

All EAGLE 2.0 reports offer standard features that you can use to work with the reports.

Click Back to Reports to return to the main reports page.

Note: On some browsers you can use the Print or Print to PDF functions to print the report or create a PDF file.

From the Actions menu you can use the XLS option to download the report as a Microsoft Excel file.

Note: This option is not available on the Score Distribution Report.

For reports that contain large amounts of data, you can click on the sliders and drag them left or right to change the range of the data displayed.

If you select Open with, the report displays in a Microsoft Excel file that you can view, print, save, or email.

When you click XLS, some browsers display a dialog box you can use to save or display a Microsoft Excel file. Other browsers download the file directly.
**Test Session Detailed Reporting**

You can search for, display, and export the Test Session reports from the Reports page.

When you click the **Test Session Detailed Reporting...** link, the Student Testing window displays.

You can select a test session from the list of sessions.
State-level users, administrators, and teachers can create the following test session detailed reports:

- Alignment Report (see “Alignment Performance Report” on page 113)
- Item Performance Report (see “Item Performance Report” on page 114)
- Score Report (see “Score Report” on page 116)
- Score Distribution Report (see “Score Distribution Report” on page 118)
- Detailed Student Report (see “Student Report” on page 119)
Alignment Performance Report

For each item in the test, the Alignment Performance Report displays, both graphically and numerically, the percentage of testers that answered the item correctly by test session, school, and district.

Hover the mouse over the bar graphs in the Alignment Performance Report to view the average percentage of students who answered a test item correctly by session, school, or district.

- Dark blue bars indicate test session averages.
- Green bars indicate school averages.
- Orange bars indicate district averages.

The bar graph information is also displayed numerically below the graphs.

The bar graph information is displayed graphically in a line graph underneath.
**Item Performance Report**

The Item Performance Report ranks the percentage of test takers who answered an item correctly and indicates the number of test takers who selected each distractor for each item.

Test items are ranked by difficulty and displayed based on the percentage of test takers who answered each item correctly.

The bar graph information is displayed graphically in a line graph underneath.
Hover the mouse over the bar graphs in the Item Performance Report to display the number and percentage of students who answered an item correctly or incorrectly, as well as the number of students who choose a particular distractor. The results for each distractor are associated with a color: dark blue for A, green for B, orange for C, light blue for D, and so forth.

You can click information in the bar graph to highlight corresponding information in the table below.

Item information is displayed below the graphs. You can click an item identifier to display the item.
**Score Report**

The Score Report indicates the average, high, and low scores for the testing group, as well as the number of students in the testing group who have completed the test. In addition, the score results are plotted graphically by test taker and percentage correct. This information is also displayed at the bottom of the report.

The Score Report indicates the average, high, and low scores among the testing group, as well as the number of test takers in the testing group who have completed the test.
Score Report (cont.)

Hover the mouse over the plot points in the Score Report to display the name of the student testing and the percentage of questions he or she answered correctly.

Information about the students in the testing group is listed beneath the graphical results. For each student, this information includes the following: testing status, number of questions answered correctly out of the total number of questions, the percentage of questions answered correctly, how each question was answered, as well as percentage totals for each answer for the group.
Score Distribution Report

The Score Distribution Report indicates the number of students in the testing group who ended up in each of the following test score ranges:

0%–59%  60%–69%  70%–79%  80%–89%  90%–100%

Hover the mouse over the bar graphs in the Score Distribution Report to display the number of students in each score distribution category.

The score distribution information is also displayed as a line graph below the bar graphs.
**Student Report**

The Student Report shows how well an individual student performed on the various items in a test. The results are displayed both graphically and in text format. Keep in mind that only one alignment displays on the report and that most items in EAGLE are aligned to multiple standards.

**Note:** You can only display this report for a student who has completed a test.

---

From the Tests Session page, right-click the Student Group arrow to display the student group, hover the mouse over the information about a student who has completed the test, and click the Student Report icon ( ) that displays.

The Student Report displays, indicating how well the student performed on each item in the test, as well as how well he or she did compared to the test session, school, and district average.
Hover the mouse over the bar graphs in the Student Report to view the student’s percentage correct for an item and the average percentage for the item for the test session, school, and district.

- **Dark blue** bars indicate the percentage of the test item the student answered correctly.
- **Green** bars indicate the test session average for the item.
- **Orange** bars indicate the school average for the item.
- **Light blue** bars indicate the district average for the item.

The results for all test items, as well as the tests session, results, and district averages are displayed across the top of the report.
The following information is displayed at the bottom of the report:

<table>
<thead>
<tr>
<th>Column</th>
<th>Displays</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>The item number</td>
</tr>
<tr>
<td>Alignment</td>
<td>The alignment number(s)</td>
</tr>
<tr>
<td>Item Text</td>
<td>The item text without distractors</td>
</tr>
<tr>
<td>Key</td>
<td>The correct answer</td>
</tr>
<tr>
<td>Student</td>
<td>The student’s answer</td>
</tr>
</tbody>
</table>

The bar graph information is displayed graphically in a line graph underneath.