

CBT Update

April 1, 2016



Steps to Complete in Live Administration Site

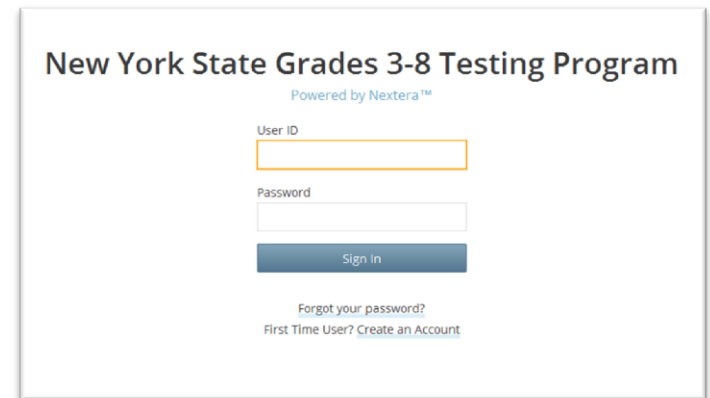
- Step 1: Log-in to Live Administration Site
- Step 2: Set up DITC and STC User Roles
- Step 3: Complete Registration
- Step 4: Download Secure Browsers

Step 1: Log-in to Live Administration Site

Step 1: Log-in to Live Admin Site

DTCs will receive an email from NY.3-8.help@questarai.com providing them with a username and password.

1. Log-in using your provided credentials to <http://ny.nextera.questarai.com/>.
2. Follow prompts to accept a security agreement and change your password.
3. DTCs will ONLY have access to the Home page, Accounts tab, Help tab, and downloads page starting **April 8th**



New York State Grades 3-8 Testing Program
Powered by Nextera™

User ID

Password

[Sign In](#)

[Forgot your password?](#)
[First Time User? Create an Account](#)

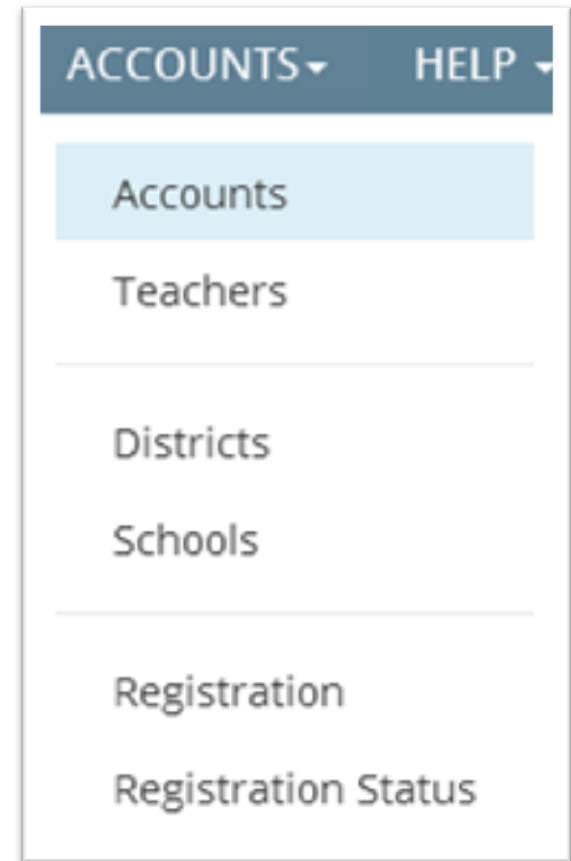
Step 2: Set Up Additional Users

User Accounts

- **District Test Coordinator (DTC)**: One DTC per district. DTC accounts were created during the initial administration site setup.
- **District-Level User (DLU)**: Unlimited number of DLUs per district; same permissions as the DTCs. DLU accounts can be created by a DTC and another DLU.
- **School Test Coordinator (STC)**: One STC per school
- **Building Level User (BLU)**: Unlimited number of BLUs; same permissions as STCs.
- **District IT Coordinator (DITC)**: One DITC per district
- **School IT Coordinator (SITC)**: Unlimited SITC per school

Step 2: Set Up Additional Users

- Select the “Accounts” tab and click “Accounts” to create additional users.
- Create a DITC, DLU, STC, etc.
 - Create new accounts
 - Edit accounts
 - Send users their login information or reset passwords

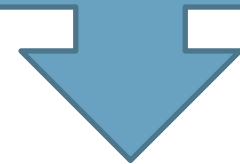


Step 2: Set Up Additional Users

New York State Grades 3-8 Testing Program

[HOME](#)[ACCOUNTS ▾](#)[HELP ▾](#)

Click “New Account” to create a user in the system.



Accounts

Manage Accounts

[New Account](#)

All accounts associated with the district and school you've selected appear below. Click on the View button to see more details on an account and make updates. For new accounts, click the "Activate" link to send a welcome email to the user and enable the account. For activated accounts, you can click the "Reset" link to send the user an email containing instructions on how to reset his or her password.

Search

Step 2: Set Up Additional Users

Select the role
you wish to
create.

New York State Grades 3-8 Testing Program



HOME ACCOUNTS+ HELP+

New Accounts

Type:

User Types	Role
SLU	State Level User
DTC	District Test Coordinator
DITC	District Information Technology Coordinator
DLU	District Level User
BLU	Building Level User
SITC	School Information Technology Coordinator
STC	School Test Coordinator
Teacher	Teacher

Fill in the
information and
click "Save."

Fields **Bolded** are required.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
This account is currently active:	<input checked="" type="checkbox"/>
Phone:	<input type="text"/> <input type="text"/> ext: <input type="text"/>

Save Cancel

Step 2: Set Up Additional Users

The screenshot shows the Questar user management interface. A modal dialog box titled "Before we send that..." is displayed in the center. The dialog contains the text: "We hate spam as much as you do. Are you sure you want to send a password reset to Test Teacher?" At the bottom right of the dialog are two buttons: "Yes" and "No". The "Yes" button is circled in red. A blue arrow points from the "Yes" button to a blue callout box. The callout box contains the text: "To send a password reset, click the reset button and 'Yes' to confirm." Another blue arrow points from the callout box to a "Reset" button in the background interface, which is also circled in red. The background interface shows a table with user information and a "Reset" button for each user.

HOME	ACCOUNT
TTeacher	Teacher
TTeacher	Teacher
TTeacher	Teacher
TTeacher	Teacher
TTeacher	Teacher
TTeacher	Teacher
TTeacher	Teacher

Questar

View Reset

View Reset

View Reset

View Reset

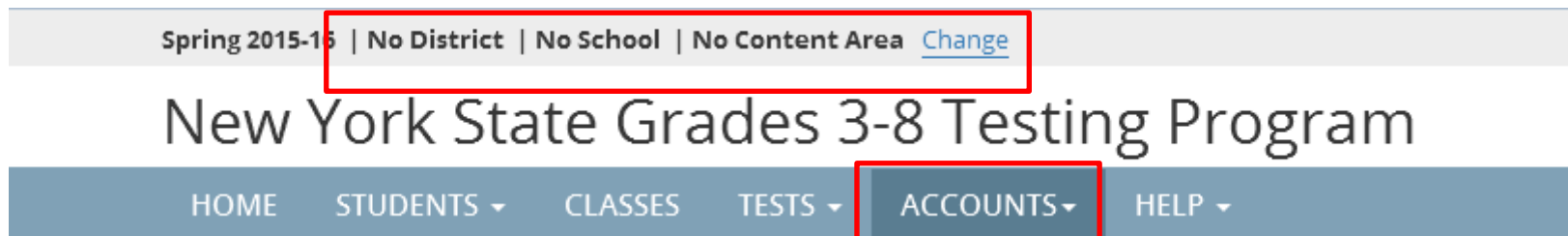
View Reset

View Reset

View Reset

Step 2: Change DTC Contact

1. Log in using the DTC credentials provided to your district
2. Make sure that the top of the screen, above New York State Testing Program, indicates your district name with no school or content area selected. Do not select a school or content area.
3. Click Accounts



Step 2: Change DTC Contact

4. Find the account that starts with DTC
5. Select “View”
6. Select “Edit”
7. Update the name and email address
8. Click Save

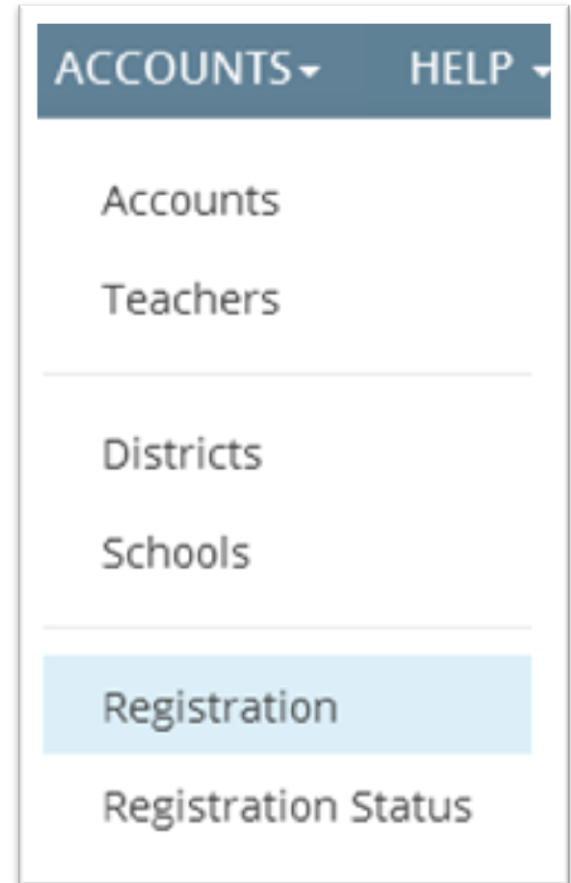
DTC-0020	Tooker	Christie	ctooker@questarai.com	District Test Coordinator	Osseo School District (0020)	View	Reset
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- You can verify that the DTC name has changed by clicking the home tab

Step 3: Complete Registration

Step 3: Complete Registration

- Select the “Accounts” tab and click “Registration.”
- Verify District Test Coordinator contact information.
- Verify the district address.
- Enter estimated number of students testing.
- Complete registration by **April 29, 2016.**



Step 3: Complete Registration

Spring 2015-16 | Osseo School District (0020) | No School | No Content Area [Change](#) Suzanne Sanders [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ HELP ▾

Your Profile

Name: Suzanne Sanders
Email: ssanders@questarai.com
Associated with: Osseo School District (0020)

Administration Quick Links

Please find the help information below.

DTC Important Information

Please find the help information below.

Accounts
Teachers
Districts
Schools
Registration
Registration Status

Registration Center

Information below.

District: [Osseo School District \(0020\)](#)

DTC: [Christie Tooker](#)

Schools:

School:	Crestview Elementary (0021)
School Test Coordinator:	Emily Sanders
Proctor Password:	DPUACR8A
School:	Applewood Elementary (0022)
Proctor Password:	GL3NXYJP

Select the "Accounts" tab and click "Registration"

Step 3: Complete Registration

Verify District Test Coordinator contact information

Verify district address

Registration

Contact Information

Review and complete the table below with the required contact information for your districts and schools.

Contact Information	Role	Name	Email Address	Phone Number	Extension	Actions
Osseo School District (0020)	DTC	Christie Tooker	ctooker@questarai.com	555.555.5555 (primary)		View Reset
	TC					Assign
Applewood Elementary (0022)	STC					Assign
Crestview Elementary (0021)	STC	Emily Sanders	ctooker@questarai.com	555.555.5555 (primary)	555	View Reset

District Shipping Information

When sending materials, use the district shipping address.

Address Type	Address	City	ZIP Code	
Mailing	5550 Upper 147th St West	Apple Valley, NY	55124	Edit
Shipping	5550 Upper 147th St West	Apple Valley, NY	55124	

Registration

School: Applewood Elementary (0022) ▼

If this school is testing a selected content area or grade, check the "testing" box below and enter enrollment counts for all selected items. We use this information for planning purposes, and for content areas that have a printed portion, calculating the number of items that will be sent. Please note that accommodation-based testing such as Braille or large-print is ordered separately. Thank you.

Testing	Content Area	Enrollment Counts
<input type="checkbox"/>	ELA	<input type="text"/>
<input type="checkbox"/>	Math	<input type="text"/>

Registration

For content areas pre-registered as testing online or testing paper, specify testing dates including 4 days for each content area for paper-pencil administrations or 8 days for online administrations. Also indicate student enrollment counts for either online or paper for each content area.

[Save](#)

[Complete Registration](#)

Registration Counts and Testing Dates for this administration will be indicated as complete.

Step 3: Complete Registration

Enter
estimated
number of
students
testing

Registration

School: **Applewood Elementary (0022)**

If this school is testing a selected content area or grade, check the "testing" box below and enter enrollment counts for all selected items. We use this information for planning purposes, and for content areas that have a printed portion, calculating the number of items that will be sent. Please note that accommodation-based testing such as Braille or large-print is ordered separately. Thank you.

Testing	Content Area	Enrollment Counts
<input type="checkbox"/>	ELA	
<input type="checkbox"/>	Math	

Registration

For content areas pre-registered as testing online or testing paper, specify testing dates including 4 days for each content area for paper-pencil administrations or 8 days for online administrations. Also indicate student enrollment counts for either online or paper for each content area.

Save

Complete Registration

Registration Counts and Testing Dates for this administration will be indicated as complete.

Registration Status

Registration Status Spring 2015-16

We couldn't find any information for the current test window.

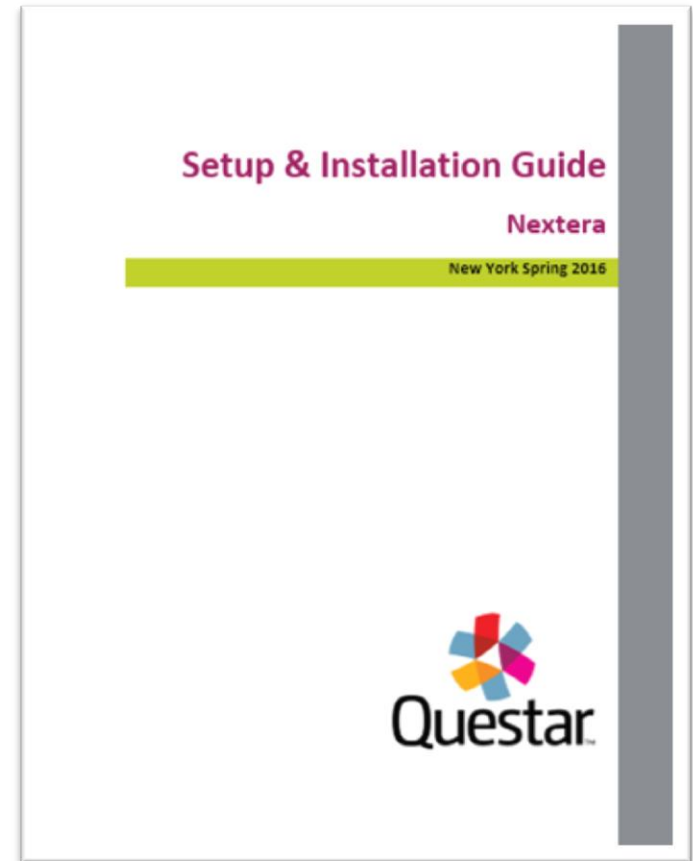
Complete
registration by
April 29, 2016

Step 4: Download and Test Secure Browser

Step 4: Setup & Installation Guide

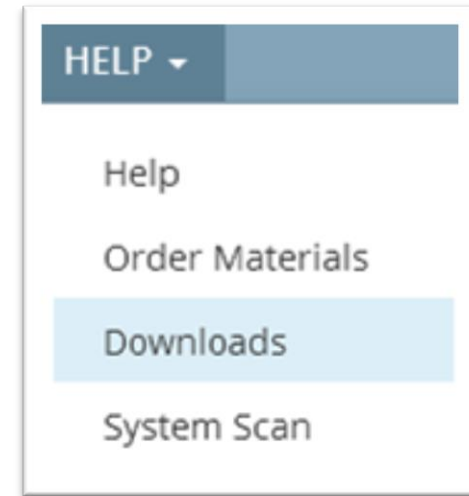
Before you begin downloading the secure browser, be sure that you have read through the Setup & Installation Guide.

- Specific steps that need to be taken for each operating system
- All account users except teachers have access to download the secure browser
- Setup & Installation Guide will be posted on cbtsupport.nysed.gov and the help page in Live Admin Tools.



Step 4: Download Secure Browser

1. Select the “Help” tab and click “Downloads.”
2. Choose the correct operating system and click “Download.”
3. Follow steps to download the secure browser.



NOTE: For Apple iPad or Google Chromebook, the secure browser is an app that needs to be downloaded from a “store.” Clicking “Download” will take you to the appropriate store.

Step 4: Test Secure Browser

1. Click on the icon to launch the secure browser
2. Log-in to secure browser using a generic username and password
 - Username: practice
 - Password: practice
3. Access the sample form in the secure browser to be sure everything is working properly on your device
4. Exit secure browser when complete.



*Note: Detailed directions are available in the **Setup & Installation Guide** located under the Help tab in Nextera.*



Contact Questar with
Questions

Contact Information

Questar New York Customer Support

NY.3-8.help@questarai.com

1-866-997-0695