



Preview Administration Site Reference Sheet

In this guide, you will find directions to use the Nextera Test Administration Preview Site. It outlines the key tasks needed to administer the upcoming computer-based field tests. It is intended to act as a reference for working in the New York Preview Administration Site.

Your District Test Coordinator (DTC) will receive the primary account to the Preview Site. Your DTC received an email with a username and password to the Preview version of the New York Field Test Administration site, and will be responsible for adding additional district users.

This Preview Site is populated with demo teacher and student data, available under the math content area. The teacher and student data are made available for you to “test drive” the tools you will use to manage your administration of the stand alone field test. You may add additional users, teachers, and students manually.

This preview administration site will be available from the moment you receive your welcome email until approximately two weeks prior to the live administration being released.

This site is populated with demo data, please recognize that the tasks you complete in this preview environment will NOT impact the upcoming field test. Do NOT add real student data to the preview environment.

This reference sheet is not intended to be comprehensive. Additional training modules will become available in March.

Key Tasks

General

1. Login to Nextera Administration site
 - a. Navigate to <https://ny-preview.nextera.questarai.com/Admin/>
 - b. Use the temporary username and password emailed to you
 - i. The email is from “Nextera Support Team”
nycustomersupport@questarai.com
 - c. Update your password
 - d. Accept the terms

2. Select your school and content area
 - a. Click **Change** at the top of the screen
 - b. Use the drop down menus to select your school and content area
 - c. Click **Change** pop-up menu

Registration

3. Complete Registration
 - a. Click **Accounts** on the menu
 - b. Click **Registration** in the drop down
 - c. Assign an STC to a school
 - i. Click **Assign** next to a school without an STC
 - ii. Click the radio button next to **Create a user for this role**
 - iii. Enter data, **Save**
 - iv. On the next screen, click **Activate** to generate a welcome email to the user
 - d. Verify and update mailing and shipping address as needed
 - e. Enter student testing counts
 - f. Click **Save** or **Complete Registration**

Accounts

4. Set up a new Test Administrator
 - a. On the **Accounts** menu, select **Test Administrator**
 - b. Click **New Test Administrator**
 - c. Enter data, **Save**
 - d. On the next screen, click **Activate** to generate a welcome email to the user

Classes

5. Create a class
 - a. Make sure you have a content selected in the top header bar
 - b. Click on the **Classes** tab
 - c. Click **New Class**
 - d. Select a Test Administrator
 - e. Name the class
 - f. Select from different groupings of students using the **Class** dropdown menu
 - g. Mark the students you want to add to the class

- h. Click the  to move students in to a class

- i. Click the  to move students out of a class
- j. **Save**

6. View/Edit an existing class
 - a. From the **Classes** tab, click **View**
 - b. Sort the students in your class by first/last name, MI, Student ID
 - c. Edit the class using the same interface used to create a class
7. View and download a class list
 - a. Click on the **Classes** tab
 - b. Click **View**
 - c. Click **Download Students in this Class**

Students

8. Edit student accommodations
 - a. Click **Modify** under the class and content you want to change
 - b. Select the approved accommodations
 - c. Set any accommodation specific parameters
 - d. Click **Save**
9. Multi-Student accommodations
 - a. Click on the **Students** tab
 - b. Select **Multi-Student Edit** from the dropdown menu
 - c. Select the accommodations to assign
 - d. Select the students these accommodations should apply to
 - e. Click **Save**
10. Add a student
 - a. Click on the **Students** tab
 - b. Click **New Student**
 - c. Enter data in bold fields
 - d. Select a class (optional)
 - e. **Save**

Test Administrations

11. View test login information and labels
 - a. Select the **Test Administrations** tab
 - b. Select **Test Administrations** in the dropdown menu
 - c. Click **View** to select a class
 - d. Click **Print Labels**
 - e. Select from the two Avery Label stock #s or “Roster” and click **Ok**