

To: District Testing Coordinators
From: The WIDA Client Services Center
Re: WIDA Secure Website Information and the New User Account Management Tool
Date: September 4, 2014

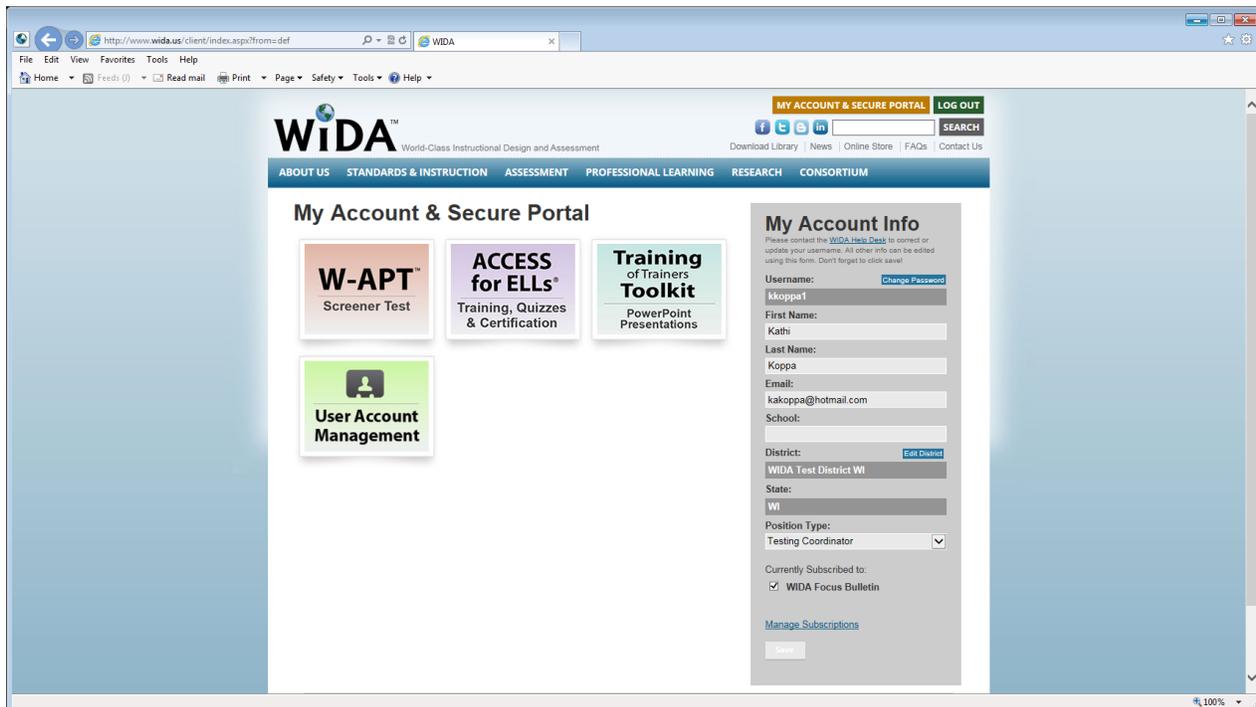
You are receiving this memo because your state department of education has identified you as a District Testing Coordinator (DTC) for your school district. Because of this, the WIDA Client Services Center has enhanced your WIDA user account (or if you are new, has created a new WIDA user account for you) that contains special, new capabilities.

We have granted you access so that you may:

- download the W-APT test forms (*W-APT Screener Test*)
- view educators' scores on the ACCESS for ELLs training course (*ACCESS for ELLs Training, Quizzes and Certification*)
- create new user accounts (*ACCESS for ELLs Training Course Account Creator*)
- manage your districts' educators' user account roles and capabilities (*User Account Management*) **NEW!**

You will soon receive your user name and password in an email from the WIDA Client Services Center, if you have not already.

We are sharing these instructions to help you begin using your new capabilities. Once you login to the WIDA website (www.wida.us), please click on the **MY ACCOUNT & SECURE PORTAL** tab in the top right corner of the page to see this screen:



The screenshot shows the WIDA website's 'My Account & Secure Portal' page. The page features a navigation menu with 'MY ACCOUNT & SECURE PORTAL' highlighted. Below the navigation, there are four main sections: 'W-APT Screener Test', 'ACCESS for ELLs Training, Quizzes & Certification', 'Training of Trainers Toolkit', and 'User Account Management'. On the right side, there is a 'My Account Info' section with a form for updating user details. The form includes fields for Username (kkoppa1), First Name (Kathi), Last Name (Koppa), Email (kakoppa@hotmail.com), School, District (WIDA Test District WI), State (WI), and Position Type (Testing Coordinator). There is also a checkbox for 'WIDA Focus Bulletin' and a 'Manage Subscriptions' link.

1. W-APT Screener Test Materials

The WIDA-Access Placement Test (W-APT) is an English language proficiency screener test given to incoming students who may be designated as English language learners. The W-APT test forms are free in selected accounts on the secure portal and are available to all WIDA Consortium member states.

To access the W-APT screener test materials, log into your user account and click on the red *W-APT Screener Test* tile.



Scroll down towards the bottom of the page to download and print off the test forms and scoring sheets and distribute to whoever will be administering the W-APT screener test to students.

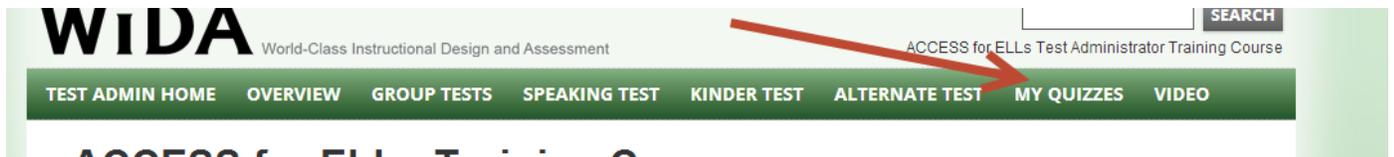
2. ACCESS for ELLs Training, Quizzes & Certification

As a district testing coordinator you now have access to view your educators' ACCESS for ELLs Training Course quiz scores. This enables you to verify that test administrators have met your states' requirements for test administration.

To see the scores, log into your user account and click on the purple *ACCESS for ELLs Training, Quizzes & Certification* tile.



Click on 'My Quizzes' on the green bar across the top of the page.



Click on the 'District View' tab at the top left-hand side of the bar directly below the green bar.



3 The Training of Trainers Toolkit PowerPoint Presentations (An Optional Resource)

The additional resources available in the Training Toolkit are intended for use by trainers who administer face-to-face WIDA ELP Standards, W-APT, or ACCESS for ELLs test administrator training sessions.

To view and use the materials in the Training Toolkit, log into your user account and click on the light green *Training of Trainers Toolkit* tile.



4. The User Account Management Tool (NEW!)

The WIDA User Account Management Tool allows District Testing Coordinators to manage roles in educators' accounts.

To access the User Account Management Tool, log into your user account and click on the green *User Account Management* tile. The tool opens and automatically shows all user accounts for your district.



WIDA User Account Management - District Test Coordinator

Please enter search criteria

First Name

Last Name

Email

First Name	Last Name	UserName	District	ACCESS	WAPT
		sgomer3	WIDA Test District WI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You may use the search criteria to find smaller groups of individual users. For example, only those users whose last name begins with a specific letter, only users with a particular email address (@wisc.edu), or by an individual's specific first and last name.

The tool displays 20 accounts at a time. You may sort the list by clicking on one of the column headings: First Name, Last Name, Username, District, ACCESS, or W-APT. Please note that the ACCESS and W-APT columns will sort first with all of the empty boxes and then with the checked boxes. To see the checked boxes first, double-click on these columns.

There are three main practical uses for the user account management tool:

- 1) To verify permission to get to ACCESS for ELLs training and quizzes. Almost all users will have this box checked for their account.
- 2) To verify access to W-APT test forms. Only those users with a check in this box will be allowed to download W-APT test forms. You may grant access to users by checking this box for their account. You may also stop access to users by unchecking this box for their account.
- 3) To view and verify the user accounts in your district. If you see users that don't belong, please contact your SEA or the WIDA Client Services Center. help@wida.us.

WIDA is currently working to add other features to the user account management tool. We will be in communication with you as updated features become available.

Please let us know if you have any questions.

Thank you!

WIDA Client Services Center

Email: help@wida.us

Toll-Free Phone: 1-866-276-7735