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# A Quick Tour of **TestWiz.Net**

2010



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# Introduction

**TestWiz.Net** is a web-based tool to support educators in their need to make sense of assessment data. It works well for identifying student, group, and curriculum areas that require intervention. It comes with an underlying database that makes it possible to track progress over time and to view multiple assessment results on a single report. Students' demographics and test results are stored on a secure server hosted by *dataMetrics Software*. All data transfer to and from the server is encrypted.

**TestWiz.Net** supports virtually any achievement assessment and provides users with the advantage of a single tool to analyze all tests.

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## Requirements

- **A Web browser.** TestWiz.Net has been tested on the following Web browsers: Microsoft® Internet Explorer version 6 or higher, Mozilla™ Firefox®, and Apple® Safari™ version 1.2.
- **Adobe® Reader®** or **Adobe Acrobat®** for printing reports.

If you will be using TestWiz for processing local assessments with a plain paper scanner, you need to have a printer to print the answer documents; a PC with Internet access for the client portion that does the scanning; and a plain paper scanner with a TWAIN driver.

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## Log In

There are two entry points into TestWiz that bring you to a Login page.

1. [www.testwiz.com](http://www.testwiz.com) is the website with various product descriptions and company announcements. See the Login link at the top right.
2. <https://www.testwiz.net> is the direct entry point.

Once on the **Login Page**, you are prompted for a **User Name** and **Password**.



The screenshot shows the TestWiz.Net login page. At the top, it says "You are here: > Home > Login Page". The TestWiz.Net logo is prominently displayed. Below the logo, there is a "Home" link. The main content area is titled "Login Page" and contains the following text: "Welcome to TestWiz.Net. Please login." Below this text is a VeriSign Secured logo with a "VERIFY" link. There are two input fields: "User Name:" and "Password:". A "Login" button is located below the password field. On the left side of the page, there is a note: "Note: Passwords are case-sensitive." and a link to the support team: "If you do not have an account, please contact your TestWiz.Net administrator or our support team."

The Password is case sensitive (the User Name is not).

# The Home Page

Once you log in, you arrive at the Home page. The blue sidebar has various support documents. Other areas are explained below.

The screenshot shows the TestWiz.Net Home Page. At the top left is the TestWiz.Net logo. To its right is the text "Welcome back Murph". Below the logo is a navigation bar with links: ">Home", "Select a Test", "Quick Reports", "Printable Reports", "Upload", "Utilities", "Logout", and "Help". On the left side, there is a blue sidebar with the following links: "TestWiz.Net", "Copyright (c) 2010 dataMetrics Software Inc. All Rights Reserved.", "What's New", "Quick Questions and Answers", "Help Documents", "Sample Reports", and "To contact dataMetrics for support: Email: Help@testwiz.com". The main content area is titled "Home Page" and contains the text: "Click **Select a Test** to choose a test administration and create reports." Below this is a "Helpful Tip" box with the text: "Tests Taken and Class Rosters Reports (3/12/10). Although most reports are created by selecting a Test Administration first, there are two reports that are not based on any particular test. The **Tests Taken** report shows you all the tests each student has taken. The **Class Rosters** report gives you class lists by teacher without test score information. To see these reports, go to **Utilities** and then to the **Utility Reports** menu. [More...](#)" Below the helpful tip is a link for "Other Helpful Tips". Four numbered callouts (1, 2, 3, 4) are positioned below the screenshot, with lines pointing to the "Select a Test", "Quick Reports", "Printable Reports", and "Utilities" links respectively.

**1** – To view assessment results, click on **Select a Test** and select one assessment. This brings you to the Create Reports page where you can customize and preview reports.

**2** – If your group has created pre-customized reports for you to view, click on **Quick Reports**. Select one assessment and a Quick Report. Immediately the report appears on the screen.

**3** – Go to **Printable Reports** to download and print a report after you export it to PDF, Word, or Excel. Reports are listed until you download them.

**4** – Work in **Utilities** to manage student records, create tests, and key enter scores. You can also install TestWiz Scan on your local PC to print and scan plain paper answer documents whose data is automatically uploaded to TestWiz.Net for immediate analysis.

# Select and View Reports

## Select a Test

To view reports, you first need to select a test. Click **Select a Test** from the top menu bar to arrive at the **Select Test Administration** page.

Grade	Date Given	Name	Abbr	Admin Name
4	May 01, 2008	STATE Grade 4 2008	STAT408	Grade 4 2008
4	May 01, 2009	STATE Grade 4 2009	STAT409	Grade 4 2009
5	May 01, 2009	STATE Grade 5 2009	STAT509	Grade 5 2009
6	May 01, 2007	STATE Grade 6 2007	STAT607	Grade 6 2007

All viewable tests are listed here. **Select a test by clicking anywhere on the row.**

If you have multiple pages of test administrations, you can filter the list to show only tests for a certain grade or with a particular name. Enter the criteria and click the **Filter** button. Your list changes.

## View Reports

After you select a test, the **Create Reports** page appears.

Report Parameters		Title on Report: Student Profile with Objectives	
Student	All	Letter	None Specified
Teacher	All	Statistics	Mean
School	All	Obj Cutoff	Less than 75%
District	All	Multi-Test	None Specified
Spc. Code Filter	None Specified	Spc. Code Display	None Specified
Subtests	MATHEMATICS	Display Score	Performance Level
Scores	All	History	None Specified
Cutoff	None Specified	Cross-Tab	None Specified
Rank Order	None Specified	Gap Score	Selected

There are over 40 types of reports to select and customize. See Sample Reports on the blue shaded area on the left.

To create a report:

1. Select a **Reporting Group**: Student, Class, School, District or Multi-District. The reporting group you choose determines the types of reports you are able to select.

2. Select a report from the **Report Type** drop-down list.
3. Click **Preview Report**. The report appears on the screen:

The screenshot shows a web interface for a student profile report. At the top, there are navigation tabs: Home, Select a Test, Printable Reports, Upload, Utilities, and Logout. Below the tabs, there are print options (PDF, Word, Excel) and navigation buttons (left, right, home, end). The main content area is titled "Student Profile with Objectives STATE Grade 5 2009". It includes student information: Name (Andrew, Lindsey), Grade (5), ID (9078402738), and DOB (3/12/1998). It also lists school information: District (North Willows), School (Woods Middle), and Class (Johnson). The test date is 5/1/2009. A table shows the student's performance level for Mathematics, with a score of 33 out of 54. Below this, a detailed table shows the number correct, student percent correct, and state average percent correct for various objectives and strands.

Subtest	RS	MaxPts	PC	SS	PERF	Performance Level
MATHEMATICS	33	54	61	230	NI	NI

Objectives/Strands	Number Correct	Student Percent Correct	State Average Percent Correct
<b>Mathematics</b>	33 of 54	61	69
Math Multiple Choice	22 of 29	76	71
Math Open Response	8 of 20	40	67
Math Short Answer	3 of 5	60	69
<b>Number Sense</b>	12 of 18	67	70
5.N.1 Powers of Ten	1 of 1	100	78
5.N.2 Place Value	0 of 1	0	70
5.N.3 Positive Numbers	0 of 1	0	67
5.N.4 Fractions	1 of 1	100	64
5.N.5 Common Equivalent	1 of 5	20	71

Use the buttons at the top of the page to navigate from one page to another. Use the **Student** drop-down list (or **School**, or **District**, etc. depending on the report you are viewing) to jump to a specific part of the report.

## Print Reports

After you have previewed the report, you may want to print it, or save it, or send it to someone else.

1. Click the **PDF**, **Word**, or **Excel** buttons next from the top of the preview window. You will be alerted that the report is being processed.

The screenshot shows the top portion of the report preview window. It includes the same navigation tabs as the previous screenshot. Below the tabs, there are print options (PDF, Word, Excel) and navigation buttons. The main content area shows the title "Student Profile" and a progress indicator.

2. Click **Printable Reports** from the top menu bar. This brings you to the **Download Printable Report** page showing the report(s) you have exported.

The screenshot shows the "Download Printable Report" page. It includes a message: "When report is ready the status will change to a 'DownLoad' link. Click Download to download your report. Your report will be removed from the server shortly after you have downloaded it. You should save the report on your local system for future viewing. A downloadable report will remain on the server for one day, or until you download it." Below the message is a table with columns: Status, Report, Format, Submitted, and Size.

Status	Report	Format	Submitted	Size
<a href="#">Download</a> <a href="#">Cancel</a>	1.0 Student - Profile	PDF	11:05 AM	1,345,087 bytes

3. Click **Download** and the report opens up as a PDF, Word, or Excel document.
4. Once you download the report, you can print it and/or save it on your computer.

## Customize Reports

TestWiz.Net reports are created based on a set of parameters. You control the elements that get reported by changing the parameters. Notice that the parameter buttons have displays next to them to indicate whether a parameter has been specified. Parameter buttons that are gray are unavailable for the report type you selected.

Report Parameters		Title on Report: Student Profile with Objectives	
Student	All	Letter	None Specified
Teacher	All	Statistics	Mean
School	All	Obj Cutoff	Less than 75%
District	All	Multi-Test	None Specified
Spc.Code Filter	None Specified	Spc.Code Display	None Specified
Subtests	All	Display Score	Raw Score
Scores	All	History	None Specified
Cutoff	None Specified	Cross-Tab	None Specified
Rank Order	None Specified	Gap Score	None Specified

Here are examples of how a few of the parameters work:

1. **The Cutoff Parameter.** This parameter enables you to limit a report to students based on their rank or scores. For example, you can generate a report that shows only the students who failed a test. Or you can have a report that shows those students whose score was within a certain range. This screen shot asks to limit the report to students whose Performance Level is between Warning and Needs Improvement in Math.

**Select Cutoff**

No Cutoff  
 Cutoff by Rank  
 Cutoff by Score

Please select the score and one or more subtests:

Score:

Subtest:

ENGLISH LANG. ARTS  
 MATHEMATICS

Select range of scores for cutoff. The order of values m

From:  To:

2. **The Multi-Test Parameter.** Use this parameter to view results for more than one test at a time. TestWiz limits the list of possible tests to only those that have Subtests and a Display Score in common with the primary test (the one that is shown on the main Create Reports page). You can further choose to report on only those students who have taken the same tests (**the Cohort**).

**Select Additional Tests and Population**

**Primary Test:** STATE Grade 5 2009 - May 01, 2009  
**Population:**  Cohort  All Students

**Additional Tests:**  
4 May 01, 2008 STATE Grade 4 2008

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**Find and Select Additional Tests:**

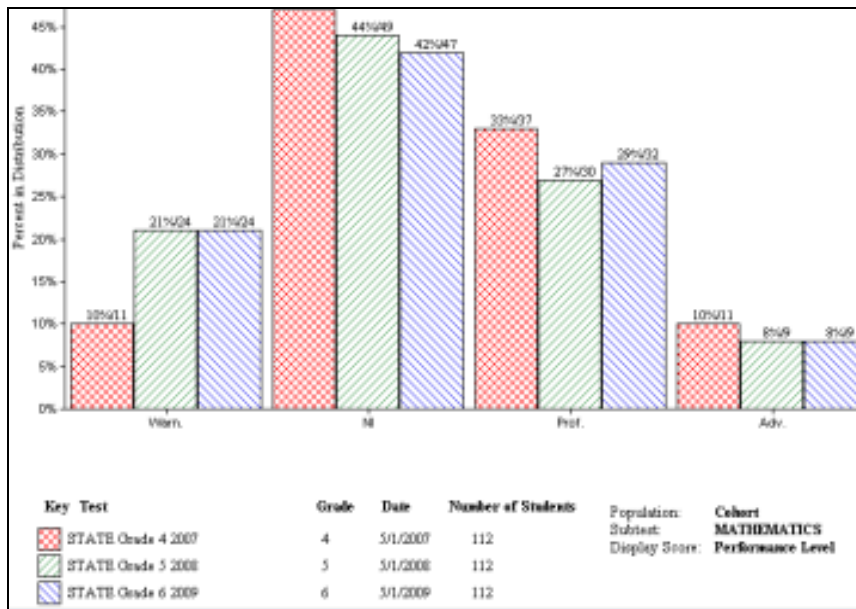
*Note: The list of tests can be filtered based on the following parameters: Teacher, School, District, Score.*

Grade:   
Name:   
From:   
To:   

**Select Additional Tests:**

Grade	Date Given	Name	Abbr
<input checked="" type="checkbox"/>	May 01, 2008	STATE Grade 4 2008	STAT408

The report can show up to five test administrations at once. The example below shows how the same students (the Cohort) performed on three consecutive tests over three years:



- The History Parameter.** This parameter allows you to select other, even dissimilar assessments for a history report. Click **Add More** to select more tests.

Grade	Date Given	Name	Abbr	Admin Name	Subtests	Scores	Remove	Up	Down
5	5/1/2009	STATE Grade 5 2009	STAT509	Grade 5 2009	<a href="#">Subtests</a>	<a href="#">Scores</a>			<a href="#">Down</a>
5	1/15/2009	MAP Grade 5 Survey	MAPgrade5	MAP Grade 5 Winter 2009	<a href="#">Subtests</a>	<a href="#">Scores</a>	<a href="#">Remove</a>	<a href="#">Up</a>	<a href="#">Down</a>
5	9/15/2008	MAP Grade 5 Survey	MAPgrade5	MAP Grade 5 Fall 2008	<a href="#">Subtests</a>	<a href="#">Scores</a>	<a href="#">Remove</a>	<a href="#">Up</a>	<a href="#">Down</a>
4	5/1/2008	STATE Grade 4 2008	STAT408	Grade 4 2008	<a href="#">Subtests</a>	<a href="#">Scores</a>	<a href="#">Remove</a>	<a href="#">Up</a>	

Use the **Subtests** and **Scores** links to customize further.

**Note:** The reports show the first three scores that are available, so you often need to customize the Scores for each test.

Here is an example of a Class History report:

Class History												
Class: Dabrowski			School: Woods Middle			District: North Willows						
Eldridge, Danny 9078403659 8/9/1997	STATE Grade 5 2009 5/1/2009			MAP Grade 5 Survey 1/15/2009			MAP Grade 5 Survey 9/15/2008					
		PC	SS	PERF		RIT	NPR	RITLev		RIT	NPR	RITLev
	MATH	67	234	NI	MATH	221	63		MATH	204	29	
	Number	83			NumSens	226	High		NumSens	199	Low	
	Geom	43			Patterns	212	Avg		Patterns	204	Low	
	Pattm	79			Geom	221	Avg		Geom	206	Avg	
	Meas	29			Measur	217	Avg		Measur	198	Low	
Stat	63			Data	230	High		Data	216	Avg		
Hendrix, Maria 9078403278 10/15/1997	STATE Grade 5 2009 5/1/2009			MAP Grade 5 Survey 1/15/2009			MAP Grade 5 Survey 9/15/2008					
		PC	SS	PERF		RIT	NPR	RITLev		RIT	NPR	RITLev
	MATH	56	226	NI	MATH	216	50		MATH	209	43	
	Number	44			NumSens	229	High		NumSens	186	Low	
	Geom	43			Patterns	207	Low		Patterns	216	Avg	
	Pattm	79			Geom	219	Avg		Geom	219	High	
	Meas	43			Measur	218	Avg		Measur	209	Avg	
Stat	63			Data	206	Low		Data	210	Avg		

# Getting Test Data into TestWiz

There are three ways to bring test data into TestWiz. Every time you bring in test data, the database is updated or added to, enabling multi-year and multi-test reporting. The three ways are: Import an electronic file; Key enter scores directly; and scan tests with a plain paper scanner.

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## Import an Electronic File

This option is carried out by dataMetrics personnel. It applies to State tests as well as national tests that are processed outside the program and where an electronic file exists.

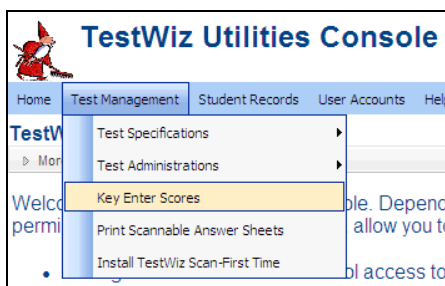
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## Key Enter Scores Directly

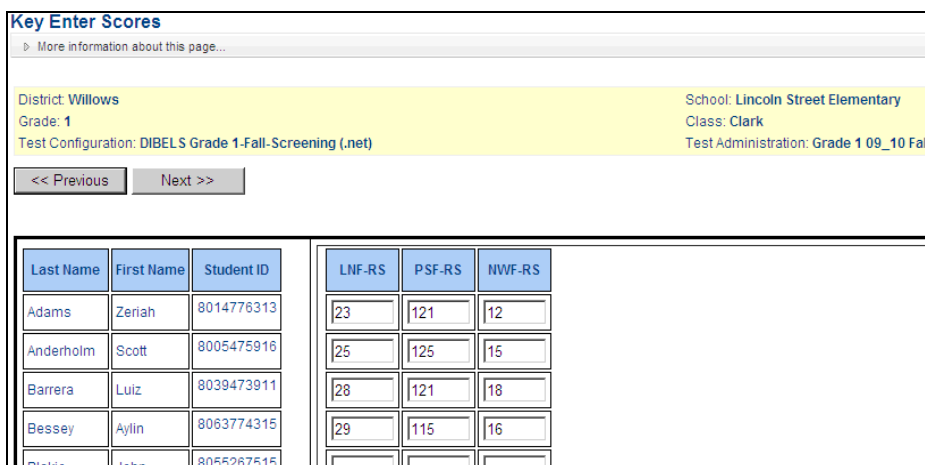
This option is used for assessments whose scores are not in any electronic form. Some examples are the DIBELS and DRA.

Steps for key entering scores:

1. Click on the **Utilities** option and select **Test Management** followed by **Key Enter Scores**



2. Select a test from the drop-down list and then the year of the test administration. Fill in the rest of the sections with regard to Teacher Type, District, School, and Class.
3. Your key entry screen appears.

A screenshot of the "Key Enter Scores" screen. At the top, there is a link "More information about this page...". Below that, a yellow highlighted section contains the following information: District: Willows, School: Lincoln Street Elementary, Grade: 1, Class: Clark, Test Configuration: DIBELS Grade 1-Fall-Screening (.net), and Test Administration: Grade 1 09\_10 Fall. Below this information are two buttons: "<< Previous" and "Next >>". The main part of the screen is a table with columns for student information and scores. The table has two main sections: student details and score entry.

Last Name	First Name	Student ID	LNF-RS	PSF-RS	NWF-RS
Adams	Zeriah	8014776313	23	121	12
Anderholm	Scott	8005475916	25	125	15
Barrera	Luiz	8039473911	28	121	18
Bessey	Aylin	8063774315	29	115	16
Blakie	John	8055267515			

4. Once you have entered some scores, click **Next** and you will be notified that your test will scored.
5. Once scored, you can select another class, or go to **Home|Select Test Administration**.
6. The test you entered will appear on the list. Click anywhere on the row and you are brought the Create Reports screen where you can view the results.
7. Notice that even though you only entered raw scores, you are able to see benchmark goals and whether the students are at risk or not.

# Scan and Score Local Tests

Local tests are easily set up in TestWiz through a wizard-like interface. You then print plain paper answer documents for each student. These documents are scanned with a plain paper scanner and a client application called *TestWiz Scan*. The test results are available immediately, online, through TestWiz.Net.

*TestWiz Scan* is a companion application to TestWiz.Net for scanning and scoring locally developed assessments. *TestWiz Scan* is installed on a local PC and when a user logs in, it connects to TestWiz.Net. Students' responses are entered on plain paper answer documents and are scanned with a plain paper scanner. *TestWiz Scan* then uploads the data to TestWiz.Net so that the results are available immediately online.

The materials are inexpensive. The process is simple. Some details:

## Enter Test Specifications

The Test Specification Editor in TestWiz.Net helps you enter information about any customized test through its wizard-like interface.

**Test Specification Editor**

1. Test Name & Grade

Test Abbr.:

Test Name:

Grade:

Next

The Test Specification Editor currently supports:

- Subtests with multiple choice and open response items.
- Raw scores, percent correct scores, and performance cut scores.
- Optional item descriptions for more informative item analysis reports.
- State Objectives banks exist with pre-defined learning standards.

**5. Objective Names** Test: Math G

Use Objectives Bank

**TestWiz Objectives Bank Manager**

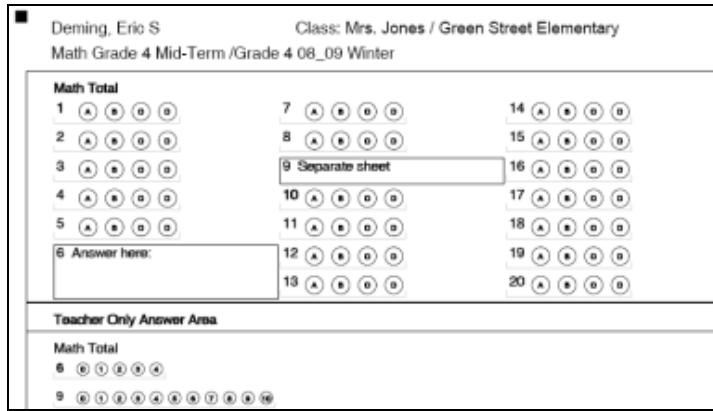
Grade	Subject	Subsection
4	Math	Number Sense

- 4-N-1 Base 10-Whole Nos.
- 4-N-2 Large Numbers
- 4-N-3 Understand Fractns
- 4-N-4 Model Fractns

Add Objectives

## Print Custom Answer Documents

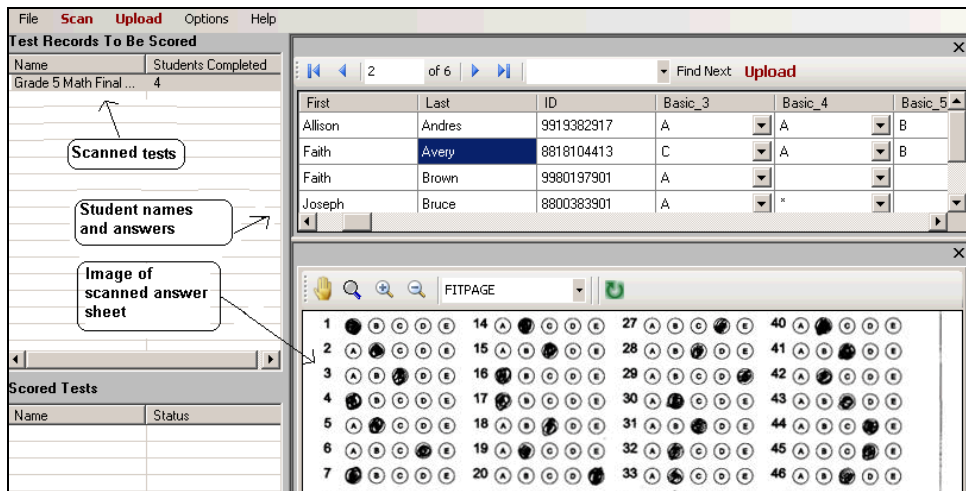
After you set up a Test Specification, custom answer documents for a test can print on plain paper and are unique for each student and each test. They can be printed from any computer that has Internet access, enabling classroom teachers to print answer documents for their own classes.



Above is an example of a custom answer document.

## Scan the Tests

Test answer documents can be scanned with any plain paper scanner with a standard TWAIN driver. As you scan one or more tests in any order, the test data becomes available in *TestWiz Scan* and the actual scanned image appears.



The person processing the scanned tests may:

- View item responses by student.
- Check for multiple and/or missing marks.
- Discard individual students' documents, or all scanned documents – if there is an issue.
- Re-scan one or more documents if necessary.
- Upload documents to TestWiz.Net for scoring and reporting.

## Getting Student Information into TestWiz

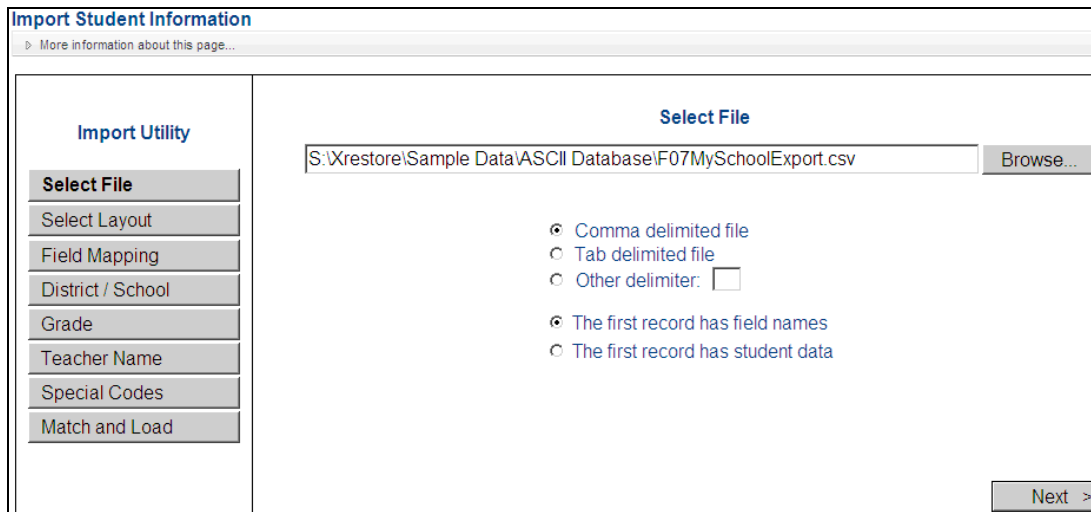
Student information is stored in a secure SQL server database. Students' test scores are linked to basic student information with Student-to-Teacher associations and demographics. This makes it possible to view assessment results by various subject-level teachers, past years' teachers, and current teachers. Test results can also be filtered according to demographics such as gender, intervention information, and AYP information.

You can import a student information file, or you can hand enter the information.

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## Import a File

One way to add to or update student information is to import it from an existing file. A wizard-like utility walks you through the process of importing student names and teacher assignments.



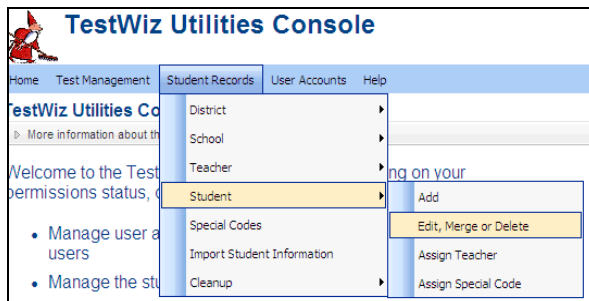
The import process is under the district's control and can be run at any time. Once students are associated with current and subject-level teachers, all assessments are available for any associated teacher type. That includes State or other assessments that did not originally have teachers associated with students. This is very useful if you want to provide fall teachers with last spring's test results.

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## Make Changes Directly

Another way to update or add to student information is directly online in TestWiz.Net. The interface makes it easy for authorized users to add or edit basic student information, teacher assignments, or demographic information.

Options on the **Student Records** menu, for example, bring you directly to the part of the database you want to edit or update. For example, to edit basic information for a student, choose **Student -> Edit, Merge, or Delete**:



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## For More Information

Please contact *dataMetrics Software* for further details and assistance.

**Toll-free line:** 877 456-8949

**Email:** [help@TestWiz.com](mailto:help@TestWiz.com)

**Web Site:** <http://www.testwiz.com>